Shipping Instructions Request 2.0

DCMA – Training Division

April 2008

Course Objectives

At the end of the guide you should be able to:

- Describe how Shipping Instructions Request (SIR) 2.0 is organized and it’s functionality
- Create, Manage, and Process a Shipping Instructions Request
- Run and Comprehend Reports
- Create Cubes and Ad hoc

Course Modules

Course Modules

Module One	SIR 2.0 Overview
Module Two	Create a Request for Shipping Instructions
Module Three	Edit, Delete, or Copy a Saved Request
Module Four	Process Requests for Shipping Instructions
Module Five	Reports
Module Six	Cubes
Module Seven	Ad hoc

Module One

SIR 2.0 Overview

Module One – Topics

Module One Topics

Topic One	SIR 2.0 Overview
Topic Two	User Roles and Tasks
Topic Three	Navigation Elements

Module One – Objectives

At the end of Module One you should be able to:

- Describe how SIR 2.0 can assist you with your work
- List the different SIR 2.0 user roles and determine which tasks are performed by the various roles
- Navigate through the SIR 2.0 application
- Identify menu options and access information efficiently

Topic One – SIR 2.0 Overview

SIR 2.0 Overview – Purpose

The Shipping Instructions Request (SIR) application is an eTools application:

- Automates process by reducing data entry and cycle time, and facilitates data collection for management of the process
- Is used by suppliers to send requests for shipping instructions to the DCMA Transportation Office
- Is designed to improve DCMA's ability to track and efficiently field requests in order to improve the timing and quality of shipments from contractors

Topic One – SIR 2.0 Overview

SIR 2.0 Overview – Process

Request Process:

1. The request is sent to the DCMA Transportation and Traffic Management Officers via Shipping Instructions Request (SIR).
2. Upon receiving the requests, the Transportation Specialists:
   - Determines the appropriate shipping methods
   - Prepares the necessary documentation
   - Provides the information to the contractors

Topic One – SIR 2.0 Overview

SIR 2.0 Overview – Functionality

New Functionality:

- Pre-population of data from existing data stores where practical
- Capture of data in an Integrated Database (IDB)
- Submission and processing of Shipping Requests via a web application
- Contractors can add attachments
- Transportation Officers (TOs) can:
  - Search and Edit Received and Closed Requests
  - Generate a Notice of Availability (NOA)
  - Cancel a Request

Topic Two – User Roles and Tasks

User Roles and Tasks

Contractor

The Contractor creates the Request for Shipping Instructions and submits it to the DCMA Transportation Officer (TO) at the responsible Contract Management Office (CMO).

In SIR 2.0 this role can:

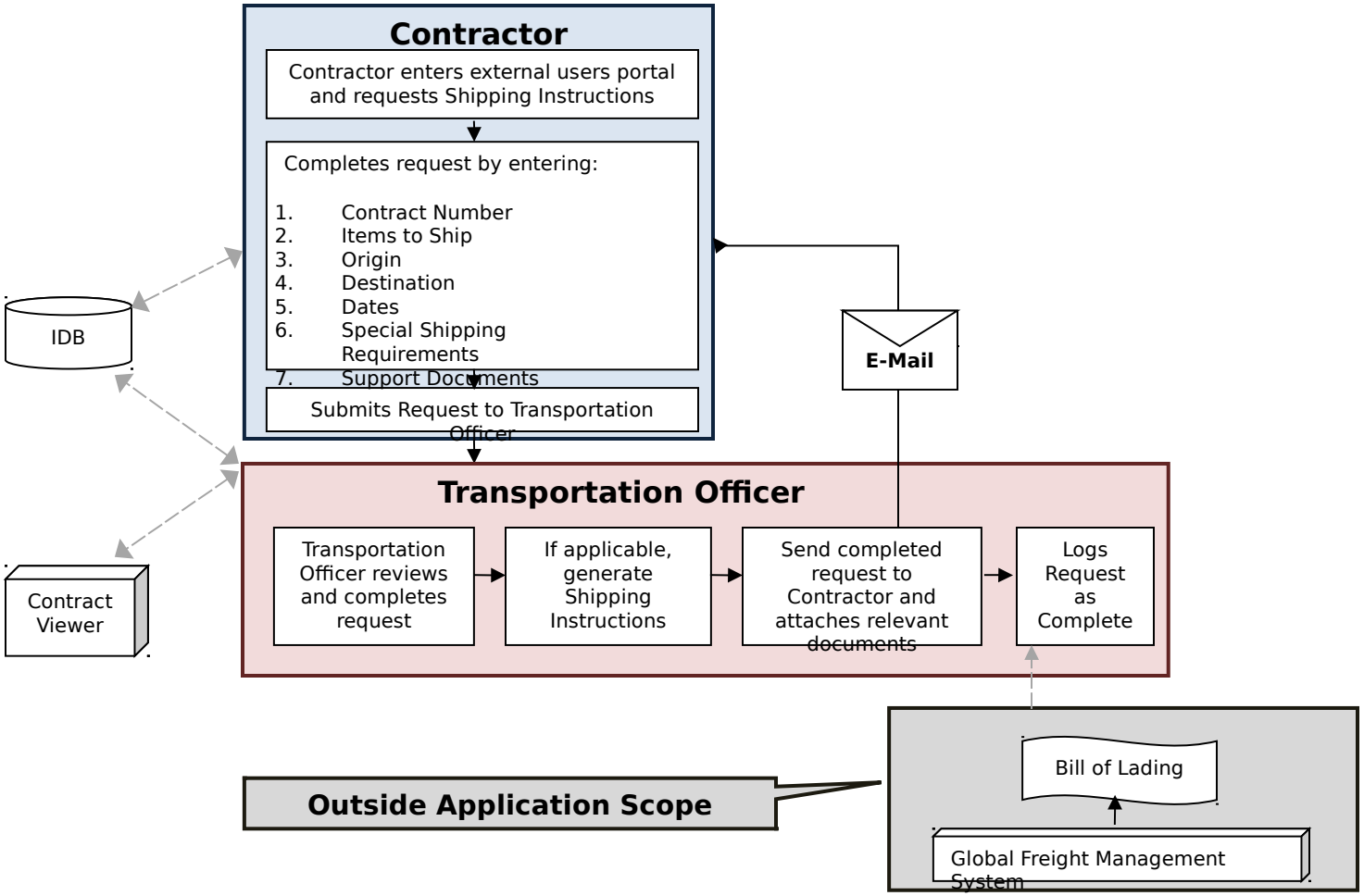
- Create and Save a Shipping Instructions Request
- Add Contractor Attachments
- Edit, Copy, and Delete a Saved Shipping Instructions Request
- Submit a completed Shipping Instructions Request
- View a Status of the Request in the Portal

Topic Two – User Roles and Tasks

User Roles and Tasks

Transportation Officer (TO)	The DCMA Transportation Officer reviews the Contractor's Request for Shipping Instructions and determines the necessary shipping documents needed. In SIR 2.0 this role can: • View and Manage the workload of Requests for Shipping Instructions • Add, Cancel, Edit, and/or Finish a Request for Shipping Instructions • Generate Shipping Instructions and send an E-Mail to the Contractor • Add Initials to the Request • Generate a Notice of Availability (NOA) • Delay Request Completion • Consolidate Separate Requests into a Single Shipment • Transfer a Shipping Instructions Request to Another CMO • Search and Edit Received and Closed Requests • View Reports

Topic Two – User Roles and Tasks



Graphic 1.1: Process Flow Diagram

Topic Three – Navigation Elements

Navigation Elements

Clicking on a column header allows you to sort information in either ascending or descending order. (Graphic 1.2)

Graphic 1.2: Sort Column

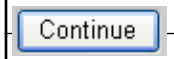
The navigation feature at the bottom of a table of requests allow you to move back and forth through the pages. (Graphic 1.3)

Graphic 1.3: Page Navigation

Topic Three – Navigation Elements

Navigation Elements

The following icons are used throughout the SIR 2.0 application. You will be able to use them to carry out the same functionality whenever you see them.

	Create a new request/Add a New Item/Add an Attachment
	Clicking on the Clear button reverts the selected options and entries back to what was entered, made, or selected after the last saved action
	Select Continue to save your information on each tab
	Refresh Internal User Homepage
	Display a calendar that allows you to select a date. In any case where this icon appears, you can enter the date in the text box. Use the format DD MMM YYYY (i.e. 01 JAN 2009)
	Search
	Required Information
	Delete a request
	View Attachments
	Transfer a Request to Another CMO

Module One – Review

Module One Covered the Following Topics:

Topic One	SIR 2.0 Overview
Topic Two	User Roles and Tasks
Topic Three	Navigation Elements

Module Two

Create a Request for Shipping Instructions

Module Two – Topics

Module Two Topics

Topic One	Access SIR 2.0 External User Homepage
Topic Two	Request Shipping Instructions
Topic Three	Enter Contract Number
Topic Four	Items to be Shipped
Topic Five	Shipping Origin
Topic Six	Shipping Destination and Dates
Topic Seven	Special Shipping Requirements and Submitting the Request
Topic Eight	Contractor Attachments

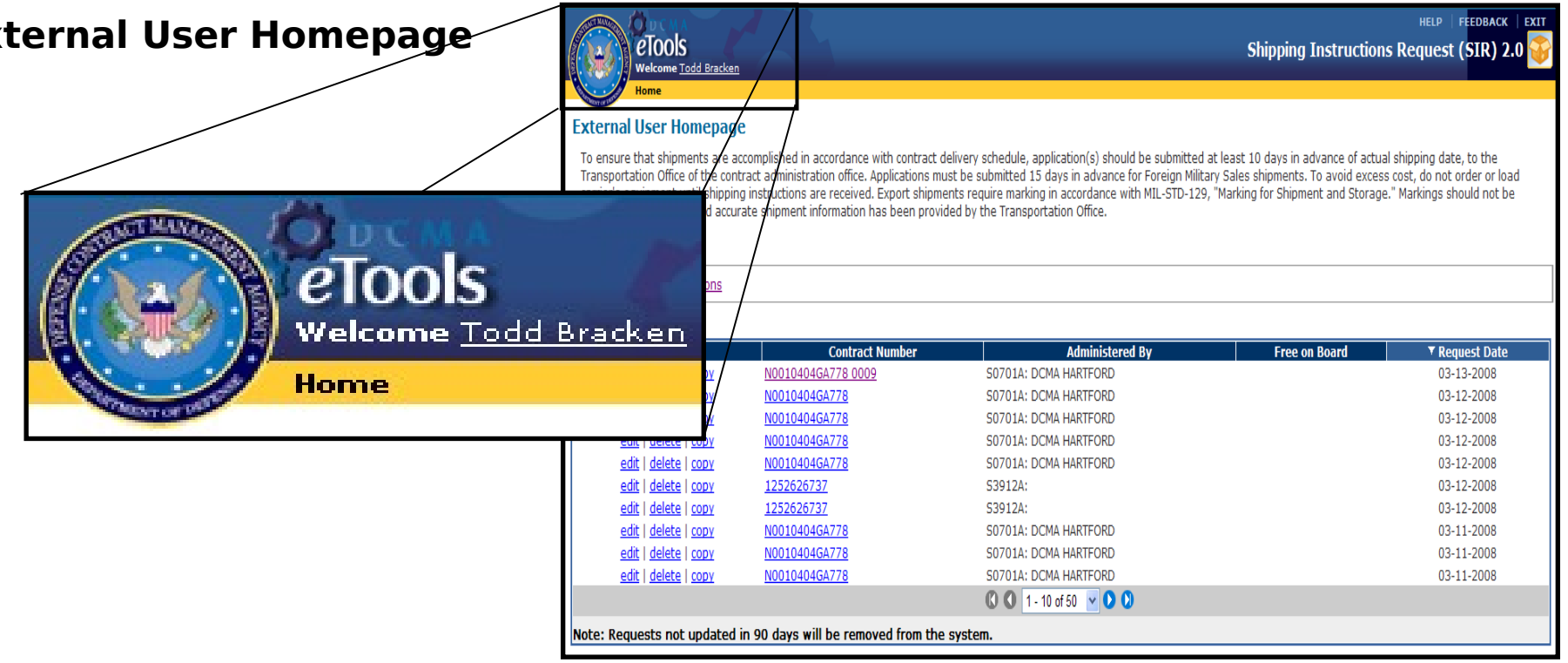
Module Two – Objectives

At the end of Module Two you should be able to:

- Create a Request for Shipping Instructions
- Search for a Shipping Instructions Request
- Add Contractor Attachments
- Submit a Shipping Instructions Request
- Request a Summary of the Shipping Instructions Request

Topic One – Access SIR 2.0 External User Homepa

External User Homepage


eTools
Welcome Todd Bracken
Home
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
External User Homepage
To ensure that shipments are accomplished in accordance with contract delivery schedule, application(s) should be submitted at least 10 days in advance of actual shipping date, to the Transportation Office of the contract administration office. Applications must be submitted 15 days in advance for Foreign Military Sales shipments. To avoid excess cost, do not order or load
shipping instructions are received. Export shipments require marking in accordance with MIL-STD-129, "Marking for Shipment and Storage." Markings should not be
accurate shipment information has been provided by the Transportation Office.
Contract Number
Administered By
Free on Board
Request Date
N0010404GA778 0009
S0701A: DCMA HARTFORD
03-13-2008
N0010404GA778
03-12-2008
edit | delete | copy
1252626737
S3912A:
03-11-2008
1 - 10 of 50
Note: Requests not updated in 90 days will be removed from the system.

Graphic 2.1: External User Homepage Menu

Contractor Menu Bar	
Underlined Name	Displays your User Information
Home	Displays the Homepage

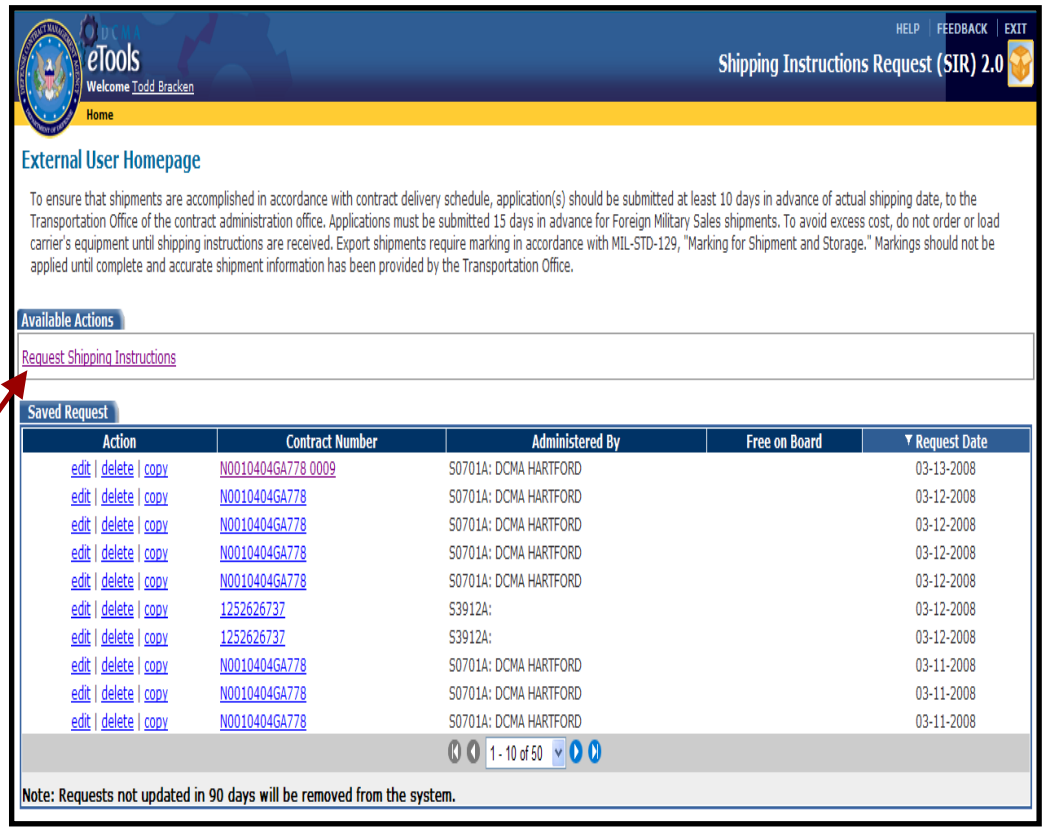
Topic Two – Request Shipping Instructions

Create a Request for Shipping Instructions

The External User Homepage is the main screen for all processes associated with creating and managing Requests for Shipping Instructions.

Saved requests are displayed by Contract Number and may be sorted by Request Date.

Create a Request for Shipping Instructions (Graphic 2.2)	
1.	*Select* the Request Shipping Instructions link.
	• Saved requests that have not been submitted, can be edited, deleted, or copied


eTools
Welcome Todd Bracken
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Home
External User Homepage
To ensure that shipments are accomplished in accordance with contract delivery schedule, application(s) should be submitted at least 10 days in advance of actual shipping date, to the Transportation Office of the contract administration office. Applications must be submitted 15 days in advance for Foreign Military Sales shipments. To avoid excess cost, do not order or load carrier's equipment until shipping instructions are received. Export shipments require marking in accordance with MIL-STD-129, "Marking for Shipment and Storage." Markings should not be applied until complete and accurate shipment information has been provided by the Transportation Office.
Available Actions
Request Shipping Instructions
Saved Request
Action | Contract Number | Administered By | Free on Board | Request Date
edit | delete | copy | N0010404GA778 0009 | S0701A: DCMA HARTFORD | 03-13-2008
edit | delete | copy | N0010404GA778 | S0701A: DCMA HARTFORD | 03-12-2008
edit | delete | copy | N0010404GA778 | S0701A: DCMA HARTFORD | 03-12-2008
edit | delete | copy | N0010404GA778 | S0701A: DCMA HARTFORD | 03-12-2008
edit | delete | copy | N0010404GA778 | S0701A: DCMA HARTFORD | 03-12-2008
edit | delete | copy | 1252626737 | S3912A: | 03-12-2008
edit | delete | copy | 1252626737 | S3912A: | 03-12-2008
edit | delete | copy | N0010404GA778 | S0701A: DCMA HARTFORD | 03-11-2008
edit | delete | copy | N0010404GA778 | S0701A: DCMA HARTFORD | 03-11-2008
edit | delete | copy | N0010404GA778 | S0701A: DCMA HARTFORD | 03-11-2008
1 - 10 of 50
Note: Requests not updated in 90 days will be removed from the system.

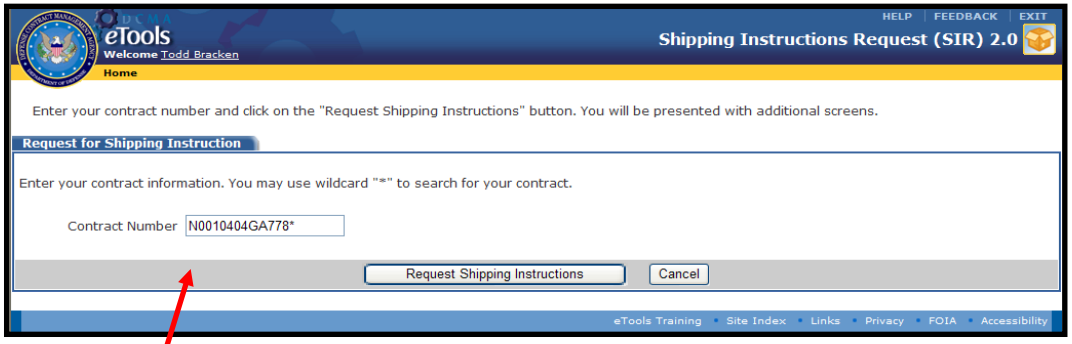
Graphic 2.2 : Request Shipping Instructions

Topic Three – Enter Contract Number

Entering a Contract Number

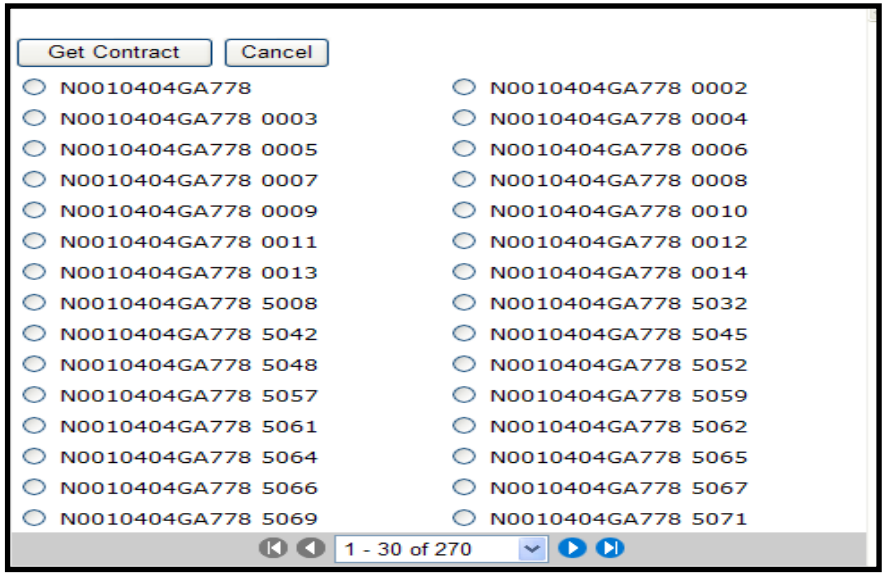
A contract number can either be entered directly or with the use of the wildcard feature.

To enter the contract number directly, type the contract in the Contract Number field then select the **Request Shipping Instructions** button.



Graphic 2.3 : Enter Contract Number

Enter Contract Number with the Wildcard Feature (Graphics 2.3 - 2.4)	
1.	*Enter* an "*" in the **Contract Number** field.
2.	*Select* the **Request Shipping Instructions** button.
3.	*Select* a **Contract Number** from the list.
4.	*Click* the **Get Contract** button.
5.	*Select* the **Request Shipping Instructions** button.



Graphic 2.4 : Get Contract

Topic Three – Enter Contract Number

Contract Not Found

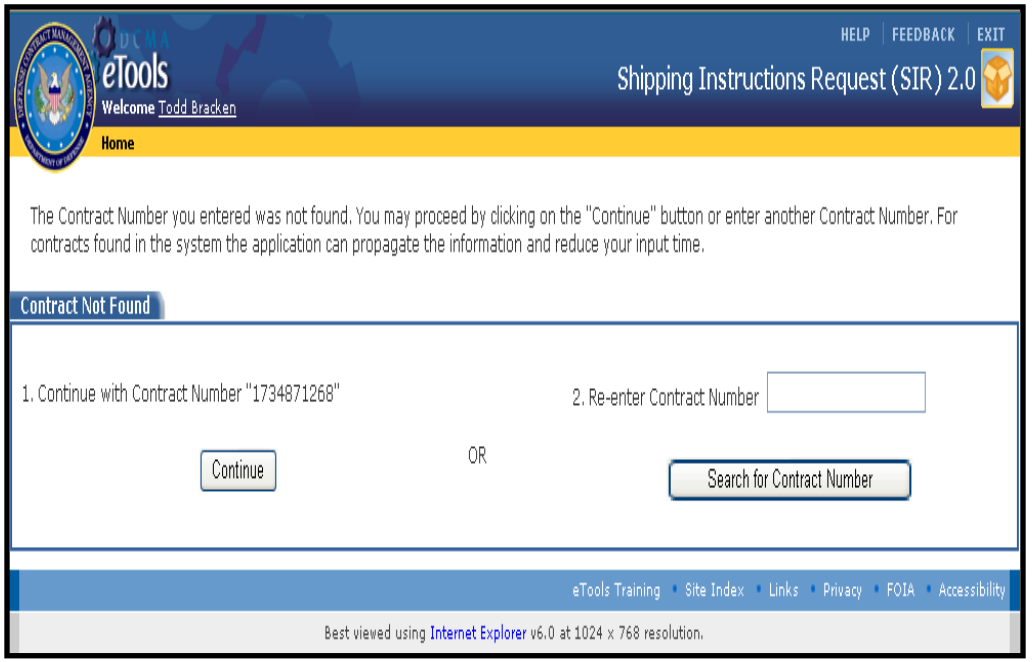
If a contract number is not found the "Contract Not Found" screen displays.

At this point you have two options:

1. Select the **Continue** button to create a request with the number you specified.

2. Re-enter the Contract Number to try again.

Re-enter Contract Number (Graphic 2.5)	
1.	*Re-enter* the correct contract number in the **Re-Enter Contract Number** field.
2.	*Select* the **Search for Contract Number** button.


HELP
FEEDBACK
EXIT
eTools
Welcome Todd Bracken
Shipping Instructions Request (SIR) 2.0
Home
The Contract Number you entered was not found. You may proceed by clicking on the "Continue" button or enter another Contract Number. For contracts found in the system the application can propagate the information and reduce your input time.
Contract Not Found
1. Continue with Contract Number "1734871268"
2. Re-enter Contract Number
Continue
OR
Search for Contract Number
eTools Training
Site Index
Links
Privacy
FOIA
Accessibility
Best viewed using Internet Explorer v6.0 at 1024 x 768 resolution.

Graphic 2.5 : Contract Not Found

Topic Four – Items to be Shipped

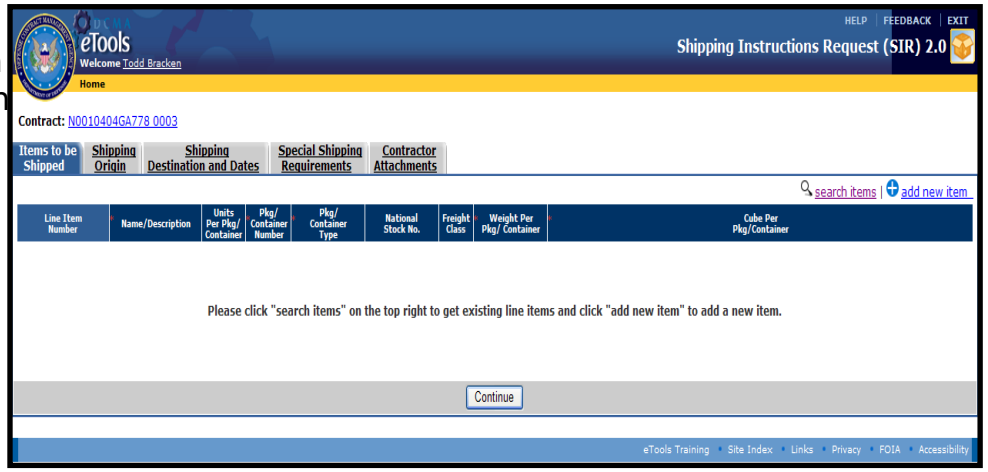
Search for a Line Item

Contract related data pulled from the Shared Data Warehouse pre-populates the application based on the contract number.

Contractors can only view contracts within their CAGE code.

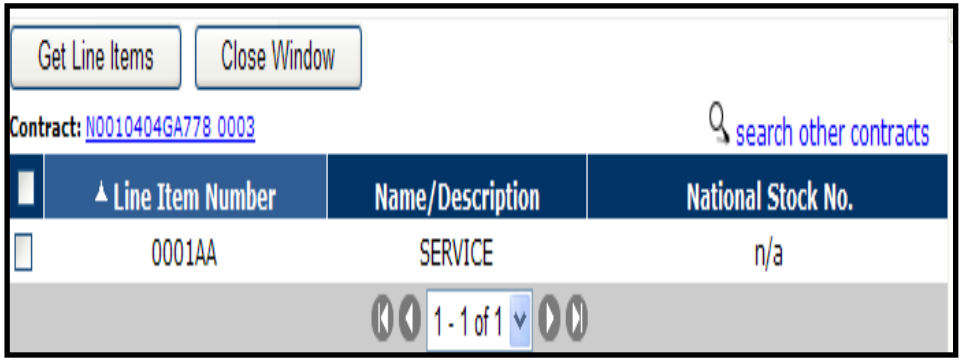
The Items to be Shipped on the contract selected are obtained, in one of two ways:

- Search for a line item
- Add a new item



Graphic 2.6 : Search Item

Search for Line Item (Graphics 2.6 - 2.7)	
1.	*Select* the **select items** link. • A list of existing items displays (Graphic 2.7)
2.	*Select* the **Check Box** to the left of the desired line item.
3.	*Click* the **Get Line Items** button.



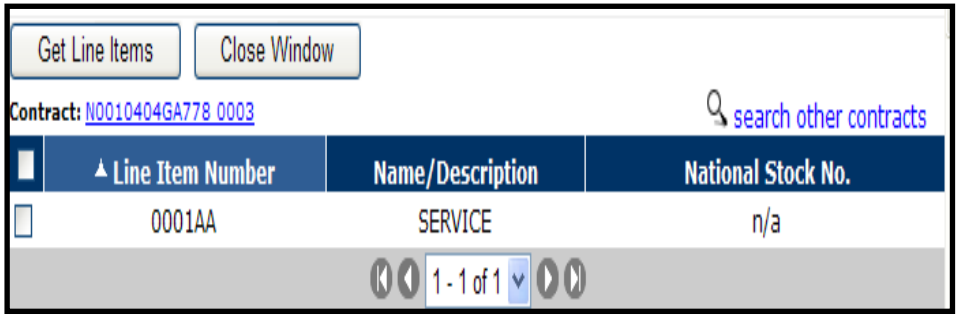
Graphic 2.7 : Search other Contracts

Topic Four – Items to be Shipped

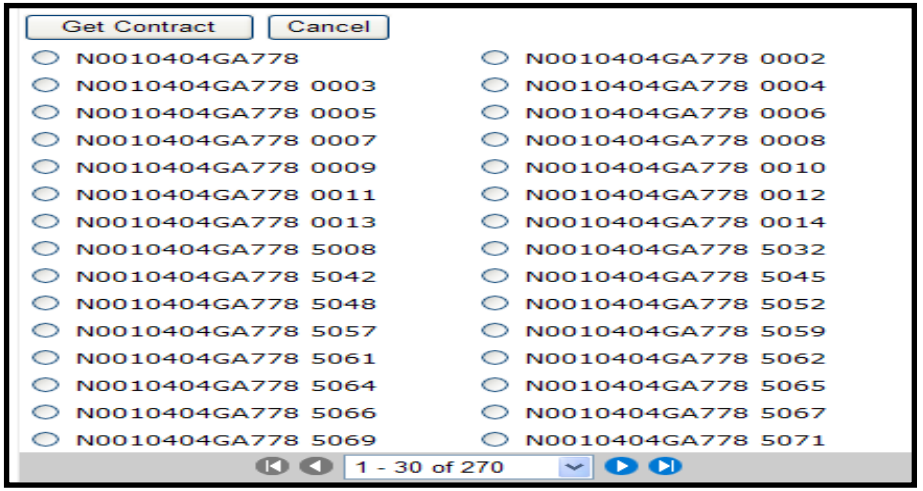
Search for a Line Item in Other Contracts

Line items from other contracts can be included within the Shipping Instructions Request being created.

Search for a Line Item (Graphics 2.7 - 2.8)	
1.	*Click* the **search other contracts** link in the upper-right corner. • A list of existing items displays (Graphic 2.8)
2.	*Select* the **Check Box** to the left of the desired contract.
3.	*Click* the **Get Contract** button. • The line item(s) from the selected contract will display



Graphic 2.7 : Search other Contracts



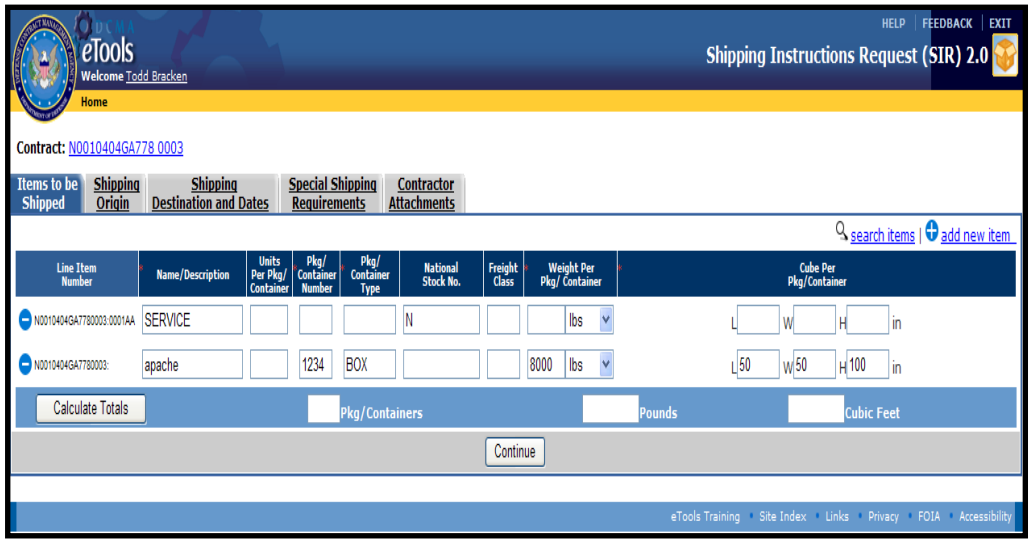
Graphic 2.8 : Lists of Contracts

Topic Four – Items to be Shipped

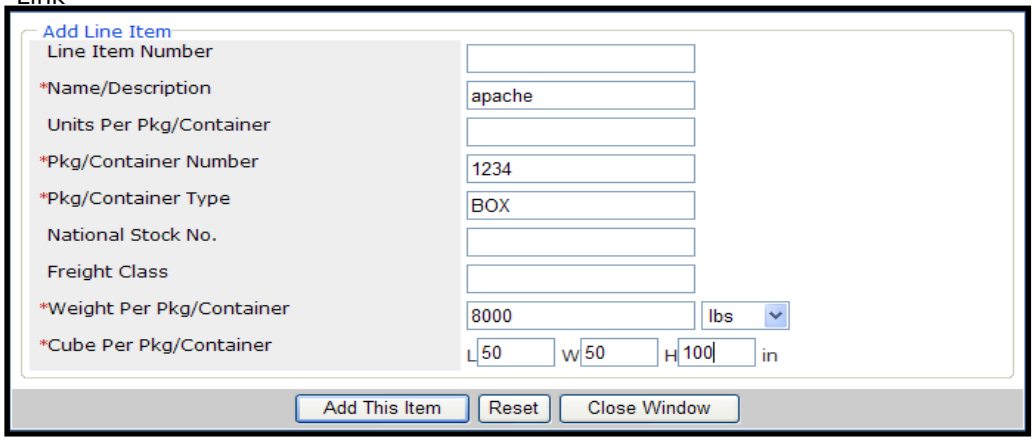
Add a New Line Item

New line items can be added to a Shipping Instructions Request.

Adding a New Line Item (Graphics 2.9 - 2.10)	
1.	*Click* the **add new item** link from the Items to be Shipped tab. • The Add Line Item Screen displays (Graphic 2.10)
2.	*Fill-out* the **necessary** fields. • Fields with asterisks (*) are required
3.	*Click* the **Add This Item** button.
4.	*Click* the **Calculate Totals** button. • The total measurement of the items will be calculated
5.	*Click* the **Continue** button to save your work and to go to the next tab.



Graphic 2.9 : Add New Item Link



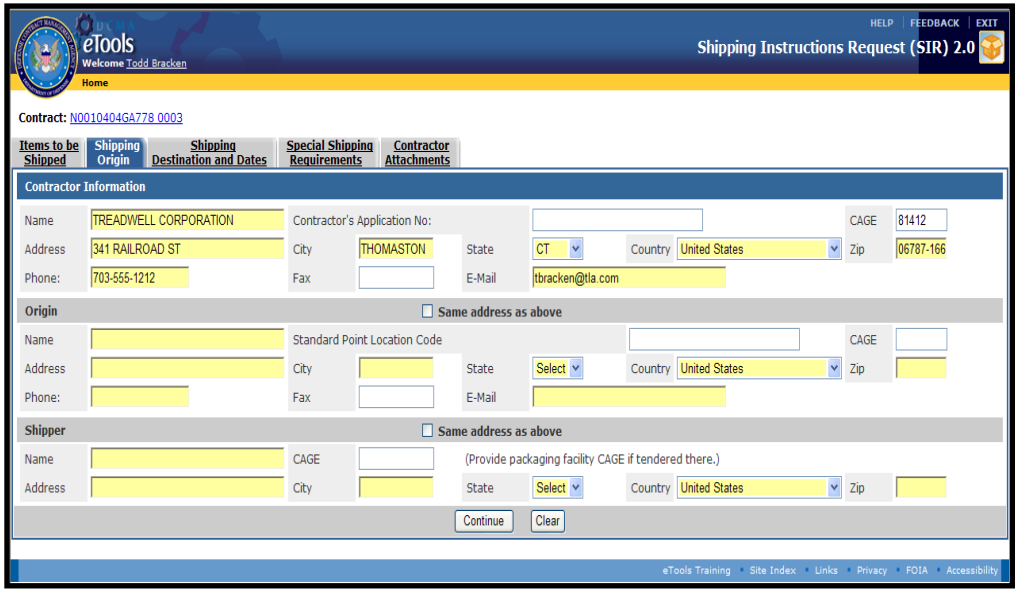
Graphic 2.10 : Add Line Item

Topic Five – Shipping Origin

Shipping Origin

Enter the origin of the shipment into the Shipping Instructions Request. Shipper's location (facility) could be different from the Contractor or Origin. Some fields under this tab are populated from the database.

Enter Shipping Origin (Graphic 2.11)	
1.	*Complete* all fields: **Contractor Information, Origin, and Shipper**.
2.	*Click* the **Continue** button to save work. • The Shipping Destination and Dates tab displays



Graphic 2.11 : Shipping Origin

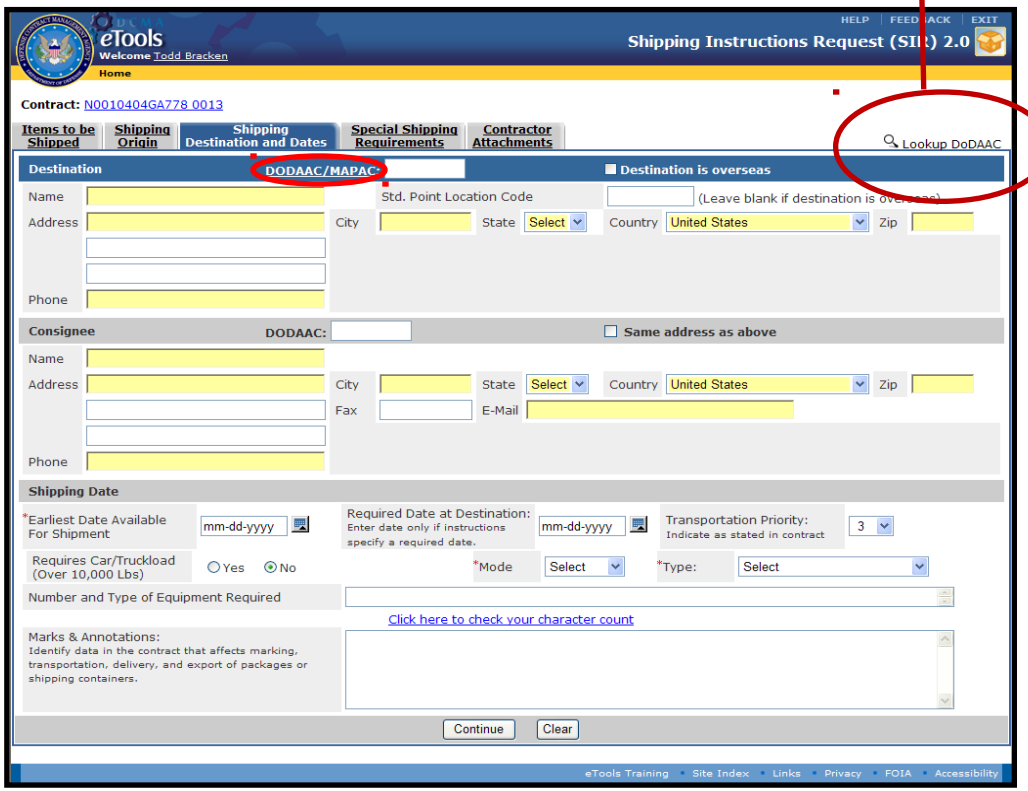
NOTE: It is recommended not to change the CAGE field under the Contractor Information section. Each contractor has been assigned a particular CAGE Code, therefore, changing this field may change the contractor information.

Topic Six – Shipping Destination and Dates

Shipping Destination and Dates

A Lookup DoDAAC (Department of Defense Activity Address Code/Military Assistance Program Address Code (DoDAAC/MAPAC) link has been provided to aid in filling out shipping destination and dates.

Shipping Destination and Dates (Graphic 2.12)	
1.	*Complete* all fields*:* **Destination, Consignee, and Shipping Date** sections.
2.	*Click* **Lookup DoDAAC** link in the upper-right corner. Or *Click* the **DODAAC/MAPAC** link.
3.	*Choose* the **appropriate code** if you are including a DoDAAC.
4.	*Click* the **Continue** button. • Your work will be saved and you will be directed to the Special Shipment Requirements tab



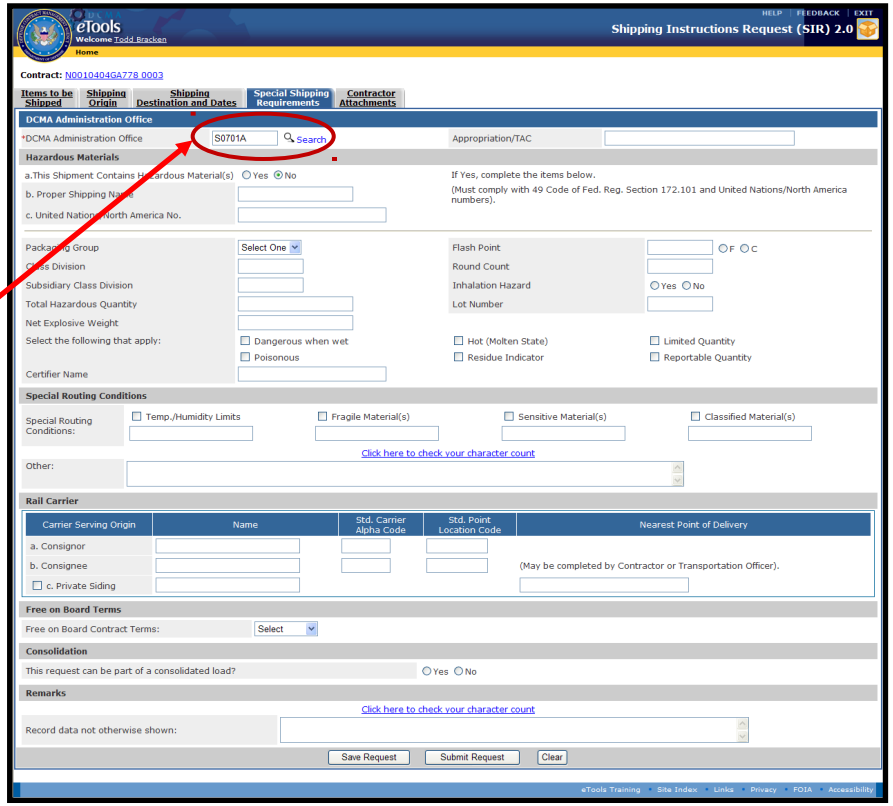
Graphic 2.12 : Shipping Destination and Dates Tab

Topic Seven – Special Shipment Requirements and Submitting the Request

Special Shipment Requirements

With some shipments, special requirements exist. This includes: Shipment of Hazardous Materials, routing conditions, consolidated loads, and the rail carrier that serves the origin location.

Special Shipping Requirements (Graphic 2.13)	
1.	*Fill-out* the **necessary** fields on the Special Shipping Requirements tab. **NOTE:** The DCMA Administration Office field is a required entry and can be searched by *clicking* the **Search** link to the right.
2.	*Click* the **Save Request** button or *Click* the **Submit Request** button**.** • A saved request can be edited, copied, or deleted from External User Homepage. After clicking Save there will be an option to print • Submit will send the request to a Transportation Officer for action. After a request is submitted, it cannot be edited



Graphic 2.13 : Special Shipping Requirements Tab

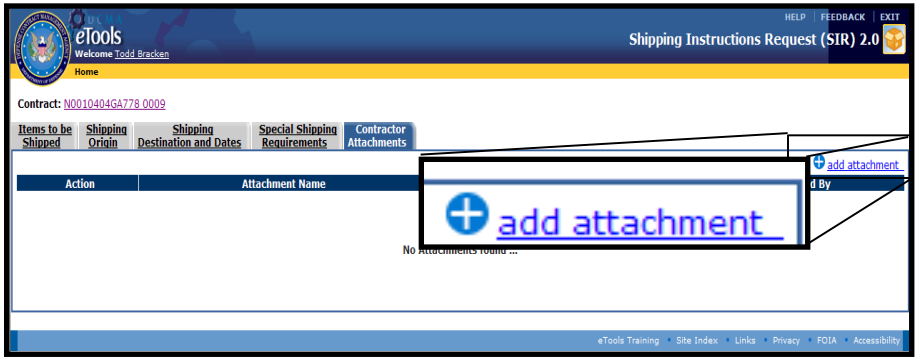
NOTE: It is important to enter the correct DCMA Administration Office. This entry routes the Submitted Shipping Instructions Request to the correct Transportation Office.

Topic Eight – Contractor Attachments

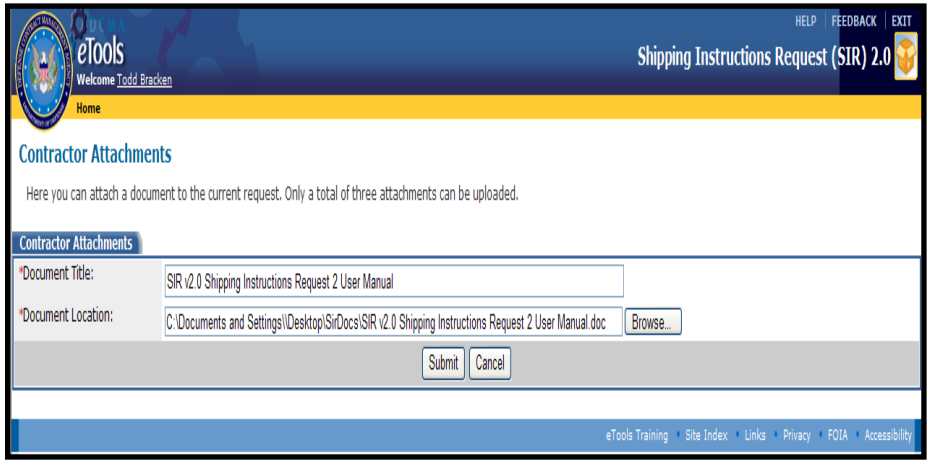
Contractor Attachments

A new function of SIR 2.0 is the ability for contractors to attach any supporting documentation to the request applicable.

Contractor Attachments (Graphics 2.14 - 2.15)	
1.	*Click* the **Add Attachment** link. •The Contractor Attachments screen will displays (Graphic 2.15)
2.	*Enter* a **Document Title** in the Document Title field**.**
3.	*Select* **Browse** next to the Document Location field**.**
4.	*Select* the **Appropriate** document.
5.	*Click* **Open** to attach the file**.**
6.	*Click* the **Submit** button. • Once the document is attached, it can be viewed or deleted



Graphic 2.14 : Contractor Attachments Tab


eTools
Welcome Todd Bracken
Shipping Instructions Request (SIR) 2.0
Home
Contractor Attachments
Here you can attach a document to the current request. Only a total of three attachments can be uploaded.
Contractor Attachments
*Document Title:
SIR v2.0 Shipping Instructions Request 2 User Manual
*Document Location:
C:\Documents and Settings\Desktop\SirDocs\SIR v2.0 Shipping Instructions Request 2 User Manual.doc
Browse...
Submit
Cancel

Graphic 2.15 : Submit Contractor Attachments

Module Two – Review

Module Two Covered the Following Topics:

Topic One	Access SIR 2.0 External User Homepage
Topic Two	Request Shipping Instructions
Topic Three	Enter Contract Number
Topic Four	Items to be Shipped
Topic Five	Shipping Origin
Topic Six	Shipping Destination and Dates
Topic Seven	Special Shipping Requirements and Submitting the Request
Topic Eight	Contractor Attachments

Module Three

Edit, Delete, or Copy a Saved Request

Module Three – Topics

Module Three Topics

Topic One	Edit a Saved Request
Topic Two	Delete a Saved Request
Topic Three	Copy a Saved Request

Module Three – Objectives

At the end of Module Three you should be able to:

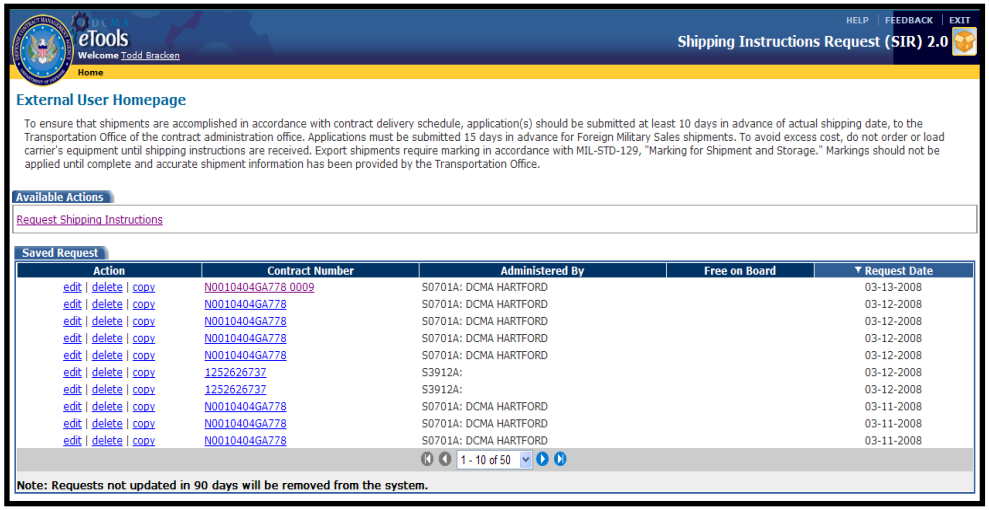
- Manipulate Data in a Saved Request

Topic One – Edit a Saved Request

Edit a Saved Request

Follow the steps below in order to edit a request.

Edit a Saved Request (Graphics 3.1 - 3.2)	
1.	*Click* the **edit** link in the Action column to the left of the desired contract number.
2.	The Items to be Shipped tab displays. • Select the tab that needs to be edited
3.	*Click* the **Continue** button to save the changes under each tab. • All changes will be lost if the **Continue** button is not used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edit | delete | copy | 1252626737 | S3912A: | | 03-12-2008
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edit | delete | copy | N0010404GA778 | S0701A: DCMA HARTFORD | | 03-11-2008
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edit | delete | copy | N0010404GA778 | S0701A: DCMA HARTFORD | | 03-11-2008
1 - 10 of 50
Note: Requests not updated in 90 days will be removed from the system.

Graphic 3.1 : Edit Saved Request

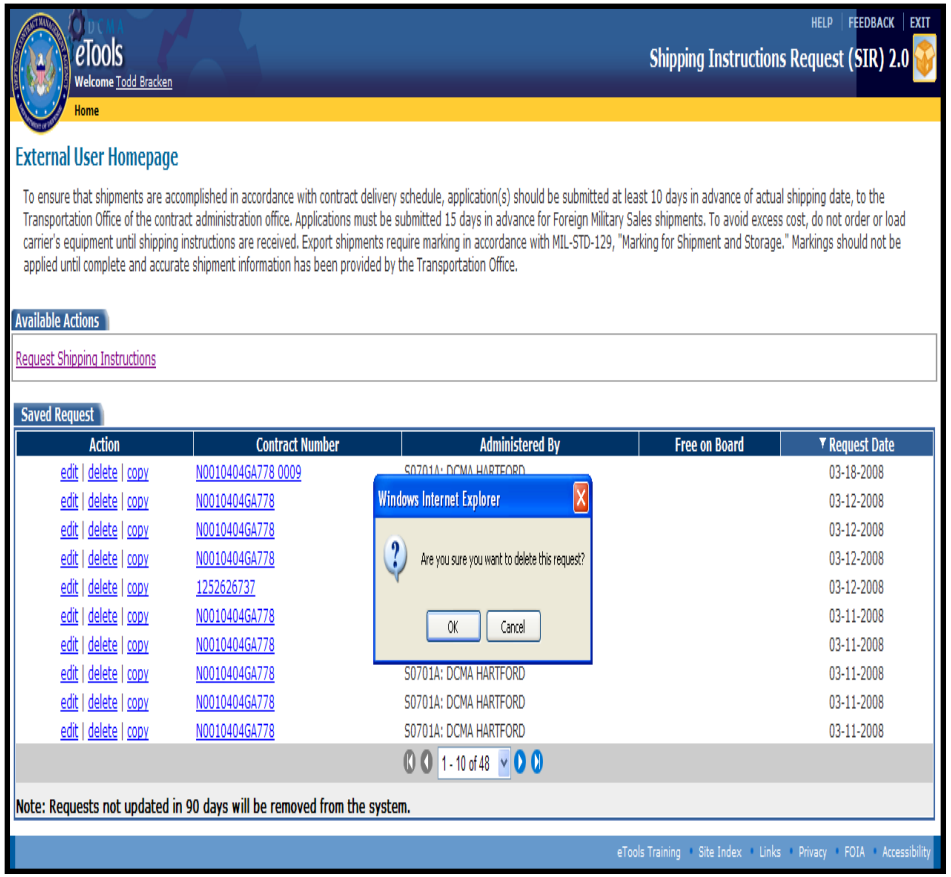
Graphic 3.2 : Edit Contract

Topic Two – Delete a Saved Request

Delete a Saved Request

Follow the steps below in order to delete a saved request.

Delete a Saved Request (Graphic 3.3)	
1.	*Click* the **delete** link in the Action column to the left of the desired contract number. • A deletion dialogue box will appear to confirm that you want to delete the saved request
2.	C*lick* **OK** to delete the request.


eTools
Welcome Todd Bracken
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Home
External User Homepage
To ensure that shipments are accomplished in accordance with contract delivery schedule, application(s) should be submitted at least 10 days in advance of actual shipping date, to the Transportation Office of the contract administration office. Applications must be submitted 15 days in advance for Foreign Military Sales shipments. To avoid excess cost, do not order or load carrier's equipment until shipping instructions are received. Export shipments require marking in accordance with MIL-STD-129, "Marking for Shipment and Storage." Markings should not be applied until complete and accurate shipment information has been provided by the Transportation Office.
Available Actions
Request Shipping Instructions
Saved Request
Action
Contract Number
Administered By
Free on Board
Request Date
Windows Internet Explorer
Are you sure you want to delete this request?
OK
Cancel
1 - 10 of 48
Note: Requests not updated in 90 days will be removed from the system.
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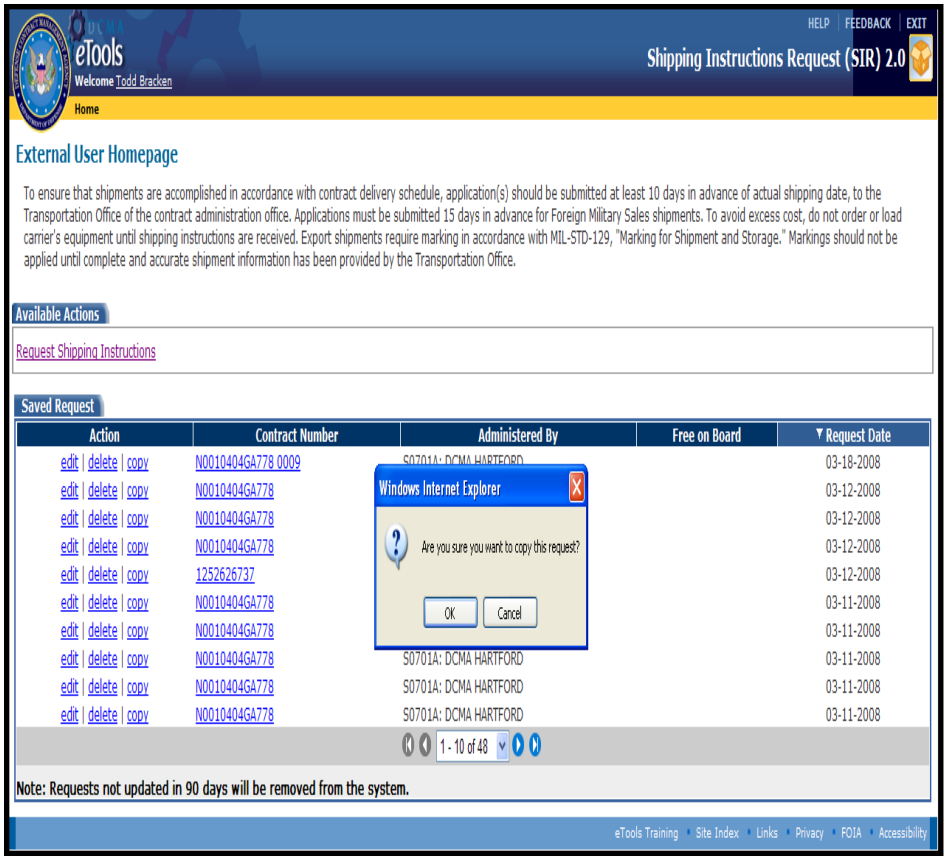
Graphic 3.3 : Deletion of Saved Request

Topic Three – Copy a Saved Request

Copy a Saved Request

Follow the steps below in order to copy a saved request.

Copy a Saved Request (Graphic 3.4)	
1.	*Click* the **copy** link in the Action column to the left of the desired contract number.
2.	*Click* **OK** to copy the request. • An exact copy of the Request displays in the list of requests in the External User Homepage • Attachments will **NOT** be copied


eTools
Welcome Todd Bracken
HELP FEEDBACK EXIT
Shipping Instructions Request (SIR) 2.0
Home
External User Homepage
To ensure that shipments are accomplished in accordance with contract delivery schedule, application(s) should be submitted at least 10 days in advance of actual shipping date, to the Transportation Office of the contract administration office. Applications must be submitted 15 days in advance for Foreign Military Sales shipments. To avoid excess cost, do not order or load carrier's equipment until shipping instructions are received. Export shipments require marking in accordance with MIL-STD-129, "Marking for Shipment and Storage." Markings should not be applied until complete and accurate shipment information has been provided by the Transportation Office.
Available Actions
Request Shipping Instructions
Saved Request
Action
Contract Number
Administered By
Free on Board
Request Date
Windows Internet Explorer
Are you sure you want to copy this request?
OK
Cancel
1 - 10 of 48
Note: Requests not updated in 90 days will be removed from the system.
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Links
Privacy
FOIA
Accessibility

Graphic 3.4 : Copy a Saved Request

Module Three – Review

Module Three Covered the Following Topics:

Topic One	Edit a Saved Request
Topic Two	Delete a Saved Request
Topic Three	Copy a Saved Request

Module Four

Process Requests for Shipping Instructions

Module Four – Topics

Module Four Topics

Topic One	Access SIR 2.0 Internal User Homepage
Topic Two	Search for a Received or Closed Shipping Instructions Request
Topic Three	Refresh the Internal User Homepage
Topic Four	View and Edit the Details of a Request
Topic Five	DCMA Transportation Input
Topic Six	NOA Information
Topic Seven	Generate Shipping Instructions
Topic Eight	Finish, Save, Cancel, or Print a Shipping Instructions Request

Module Four – Topics

Module Four Topics

Topic Nine	Consolidate Separate Requests into a Single Shipment
Topic Ten	Delay Request Completion
Topic Eleven	Send an E-Mail to the DCMA POC
Topic Twelve	Link to Contract View
Topic Thirteen	Transfer a Shipping Instructions Request to Another CMO
Topic Fourteen	Create a New Request on Behalf of the Contractor
Topic Fifteen	Enter Initials

Module Four – Objectives

At the end of Module Four you should be able to:

- Process a Shipping Instructions Request
- Edit, Generate, and Finish a Shipping Instructions Request
- Consolidate a Shipping Instructions Request
- Transfer a Shipping Instructions Request
- Create a New Request for a Contractor

Topic One – Access SIR 2.0 Internal User Homepage

Internal User Homepage

eTools
Welcome Worth B. Hall
Home | Search | Reports
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Internal User Homepage
This page lists active customer requests for your home office(s): S0701A, S3101A, S2101A. Click on the shipment number to review details.
transfer | refresh | new request
Requestor | Contract | Shipment Number | Received | Request Due | CMO Received | DCMA POC | Initials
W31P4Q05C0014 | 61887 | 01-29-07 09:48 | Hall, Worth B.
SPM75002D7892 | 62166 | 01-30-07 10:07 | Hall, Worth B.
W31P4Q06C0256 | 61895 | 01-29-07 10:14 | Griffith, Christine M.
W31P4Q05C0014 | 61899 | 01-29-07 10:17 | Griffith, Christine M.
97384 AAI CORPORATION | W31P4Q05C0014 | 61900 | 01-29-07 10:21 | Griffith, Christine M.
1C5N1 WINDERMERE INFORMATION TECH | FA821205D0027 | 62251 | 01-30-07 11:07 | Griffith, Christine M.
97384 AAI CORPORATION | W31P4Q06C0256 | 61588 | 01-26-07 10:12 | Griffith, Christine M.
3B2M0 SMART POWER SYSTEMS INC | W52H0905D0218 0001 | 64213 | 02-06-07 14:41 | Griffith, Christine M.
01HZ6 QUALITY PKG INC.//TAG ENGINEERING | SPM47505D0189 | 64217 | 02-06-07 14:47 | Griffith, Christine M.
01HZ6 01HZ6/QUALITY PKG/TAG ENGINEERING | SPM47505D0189 | 64222 | 02-06-07 14:54 | Griffith, Christine M.
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Graphic 4.1 : Internal User Homepage Menu

Transportation Officer Menu Bar	
Underlined Name	Displays your User Information
Home	Displays the Homepage
Search	Search Shipping Instructions Requests
Reports	Create Reports

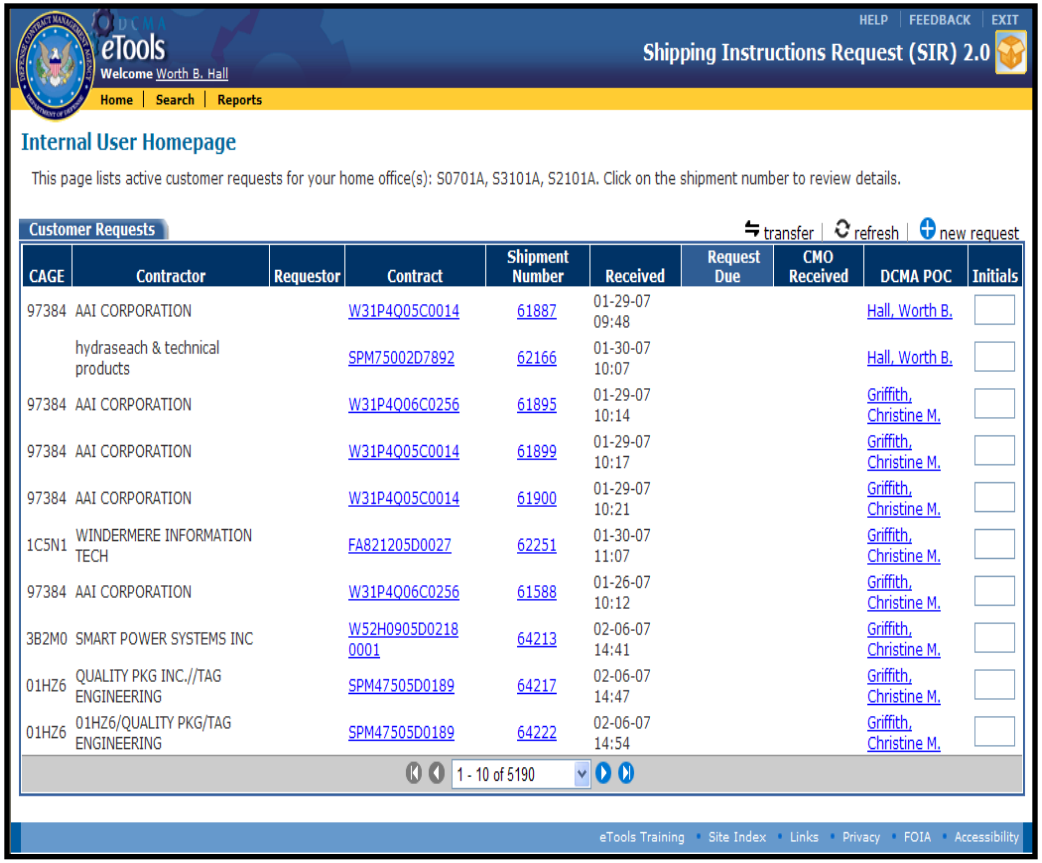
Topic One – Access SIR 2.0 Internal User Homepage

Internal User Homepage

The Internal User Homepage displays a list of Requests assigned to the Transportation Officer (TO).

The Transportation Officer can:

- View and Manage the workload of Requests for Shipping Instructions
- Add, Cancel, Edit, and/or Finish a Request for Shipping Instructions
- Generate Shipping Instructions and send an E-Mail to the Contractor
- Add Initials to the Request
- Generate a Notice of Availability (NOA)
- Delay Request Completion
- Consolidate Separate Requests into a Single Shipment
- Transfer a Shipping Instructions Request to Another CMO
- Search and Edit Received and Closed Requests
- View Reports


eTools
Welcome Worth B. Hall
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Home | Search | Reports
Internal User Homepage
This page lists active customer requests for your home office(s): S0701A, S3101A, S2101A. Click on the shipment number to review details.
Customer Requests
transfer | refresh | new request
CAGE | Contractor | Requestor | Contract | Shipment Number | Received | Request Due | CMO Received | DCMA POC | Initials
97384 | AAI CORPORATION | | W31P4Q05C0014 | 61887 | 01-29-07 09:48 | | | Hall, Worth B. |
| hydraseach & technical products | | SPM75002D7892 | 62166 | 01-30-07 10:07 | | | Hall, Worth B. |
97384 | AAI CORPORATION | | W31P4Q06C0256 | 61895 | 01-29-07 10:14 | | | Griffith, Christine M. |
97384 | AAI CORPORATION | | W31P4Q05C0014 | 61899 | 01-29-07 10:17 | | | Griffith, Christine M. |
97384 | AAI CORPORATION | | W31P4Q05C0014 | 61900 | 01-29-07 10:21 | | | Griffith, Christine M. |
1C5N1 | WINDERMERE INFORMATION TECH | | FA821205D0027 | 62251 | 01-30-07 11:07 | | | Griffith, Christine M. |
97384 | AAI CORPORATION | | W31P4Q06C0256 | 61588 | 01-26-07 10:12 | | | Griffith, Christine M. |
3B2M0 | SMART POWER SYSTEMS INC | | W52H0905D0218 0001 | 64213 | 02-06-07 14:41 | | | Griffith, Christine M. |
01HZ6 | QUALITY PKG INC.//TAG ENGINEERING | | SPM47505D0189 | 64217 | 02-06-07 14:47 | | | Griffith, Christine M. |
01HZ6 | 01HZ6/QUALITY PKG/TAG ENGINEERING | | SPM47505D0189 | 64222 | 02-06-07 14:54 | | | Griffith, Christine M. |
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Graphic 4.2 : Internal User Homepage

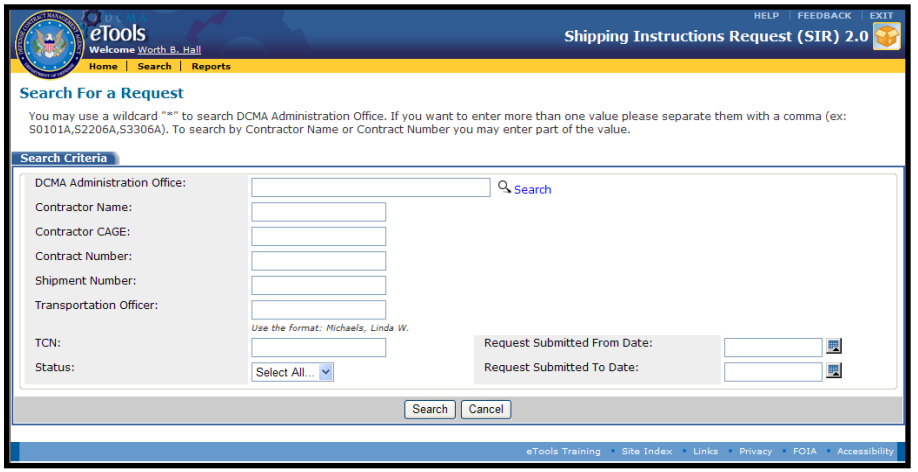
Topic Two – Search for a Received or Closed Shipping Instructions Request

Search for Requests for Shipping Instructions

A new function of SIR 2.0 is the ability to search for a Received or Closed Request.

A search can be performed entering data into one or more fields to narrow down the results.

Search for a Received or Closed Request (Graphics 4.3 - 4.4)	
1.	*Click* the **search** button in the menu bar. • The Search for a Request Page appears (Graphic 4.3)
2.	*Fill-in* known field(s) to narrow down search.
3.	*Select* the **Status** drop-down.
4.	*Select* the appropriate **Status**. • Select All • Received • Closed
3.	*Click* the **Search** button. • Search results will display (Graphic 4.4)


eTools
Welcome Worth B. Hall
Home | Search | Reports
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Search For a Request
You may use a wildcard "*" to search DCMA Administration Office. If you want to enter more than one value please separate them with a comma (ex: S0101A,S2206A,S3306A). To search by Contractor Name or Contract Number you may enter part of the value.
Search Criteria
DCMA Administration Office:
Search
Contractor Name:
Contractor CAGE:
Contract Number:
Shipment Number:
Transportation Officer:
Use the format: Michaels, Linda W.
TCN:
Status:
Select All...
Request Submitted From Date:
Request Submitted To Date:
Search
Cancel
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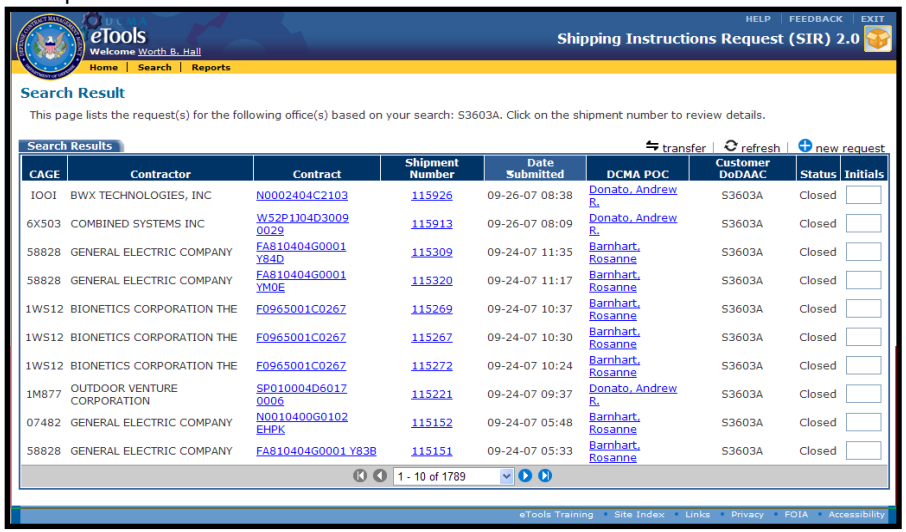
Graphic 4.3 : Search for a


eTools
Welcome Worth B. Hall
Home | Search | Reports
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Search Result
This page lists the request(s) for the following office(s) based on your search: S3603A. Click on the shipment number to review details.
Search Results
transfer | refresh | new request
CAGE | Contractor | Contract | Shipment Number | Date Submitted | DCMA POC | Customer DoDAAC | Status | Initials
1OOI | BWX TECHNOLOGIES, INC | N0002404C2103 | 115926 | 09-26-07 08:38 | Donato, Andrew R. | S3603A | Closed
6X503 | COMBINED SYSTEMS INC | W52P1J04D3009 0029 | 115913 | 09-26-07 08:09 | Donato, Andrew R. | S3603A | Closed
58828 | GENERAL ELECTRIC COMPANY | FA810404G0001 Y84D | 115309 | 09-24-07 11:35 | Barnhart, Rosanne | S3603A | Closed
58828 | GENERAL ELECTRIC COMPANY | FA810404G0001 YM0E | 115320 | 09-24-07 11:17 | Barnhart, Rosanne | S3603A | Closed
1WS12 | BIONETICS CORPORATION THE | F0965001C0267 | 115269 | 09-24-07 10:37 | Barnhart, Rosanne | S3603A | Closed
1WS12 | BIONETICS CORPORATION THE | F0965001C0267 | 115267 | 09-24-07 10:30 | Barnhart, Rosanne | S3603A | Closed
1WS12 | BIONETICS CORPORATION THE | F0965001C0267 | 115272 | 09-24-07 10:24 | Barnhart, Rosanne | S3603A | Closed
1M877 | OUTDOOR VENTURE CORPORATION | SP010004D6017 0006 | 115221 | 09-24-07 09:37 | Donato, Andrew R. | S3603A | Closed
07482 | GENERAL ELECTRIC COMPANY | N0010400G0102 EHPK | 115152 | 09-24-07 05:48 | Barnhart, Rosanne | S3603A | Closed
58828 | GENERAL ELECTRIC COMPANY | FA810404G0001 Y83B | 115151 | 09-24-07 05:33 | Barnhart, Rosanne | S3603A | Closed
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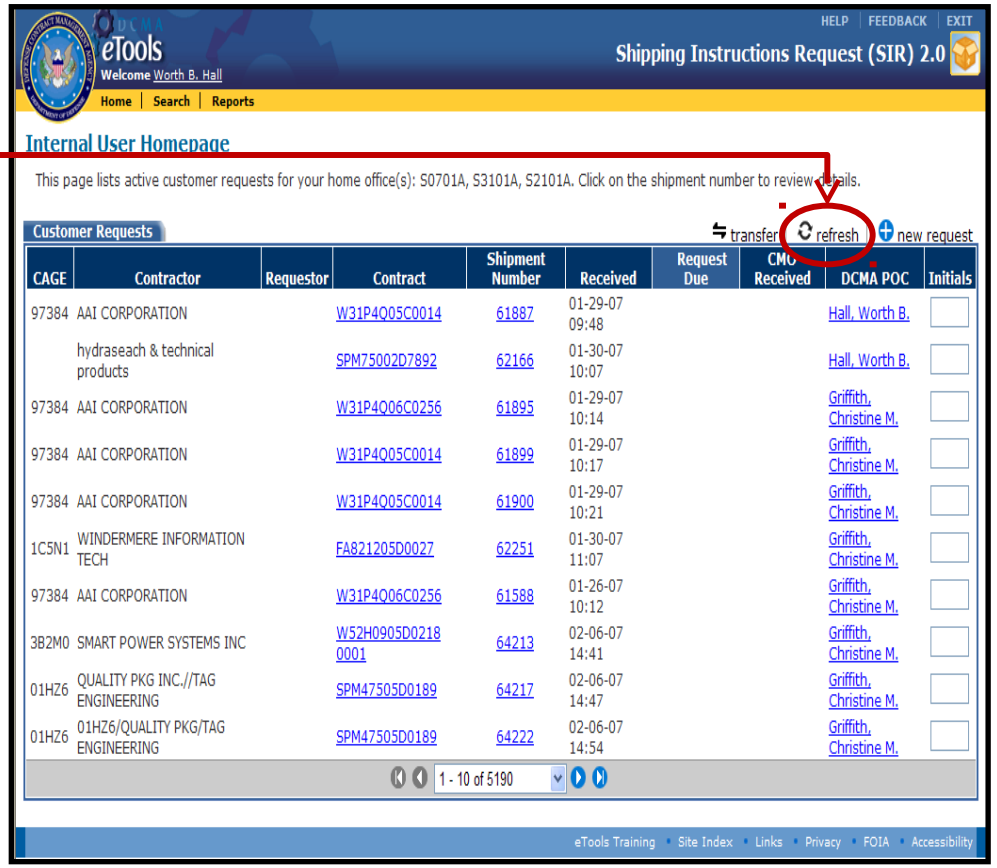
Graphic 4.4 : Results of a Closed Request Search

Topic Three – Refresh the Internal User Homepage

Refresh the Internal User Homepage

A refresh feature exists in order to update the list of requests.

Refresh the Internal User Homepage (Graphic 4.5)	
1.	*Click* the **Refresh** icon. • The requests list is refreshed


eTools
Welcome Worth B. Hall
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Home | Search | Reports
Internal User Homepage
This page lists active customer requests for your home office(s): S0701A, S3101A, S2101A. Click on the shipment number to review details.
Customer Requests
transfer
refresh
new request
CAGE | Contractor | Requestor | Contract | Shipment Number | Received | Request Due | CMO Received | DCMA POC | Initials
97384 AAI CORPORATION W31P4Q05C0014 61887 01-29-07 09:48 Hall, Worth B.
hydraseach & technical products SPM75002D7892 62166 01-30-07 10:07 Hall, Worth B.
97384 AAI CORPORATION W31P4Q06C0256 61895 01-29-07 10:14 Griffith, Christine M.
97384 AAI CORPORATION W31P4Q05C0014 61899 01-29-07 10:17 Griffith, Christine M.
97384 AAI CORPORATION W31P4Q05C0014 61900 01-29-07 10:21 Griffith, Christine M.
1C5N1 WINDERMERE INFORMATION TECH FA821205D0027 62251 01-30-07 11:07 Griffith, Christine M.
97384 AAI CORPORATION W31P4Q06C0256 61588 01-26-07 10:12 Griffith, Christine M.
3B2M0 SMART POWER SYSTEMS INC W52H0905D02180001 64213 02-06-07 14:41 Griffith, Christine M.
01HZ6 QUALITY PKG INC.//TAG ENGINEERING SPM47505D0189 64217 02-06-07 14:47 Griffith, Christine M.
01HZ6 01HZ6/QUALITY PKG/TAG ENGINEERING SPM47505D0189 64222 02-06-07 14:54 Griffith, Christine M.
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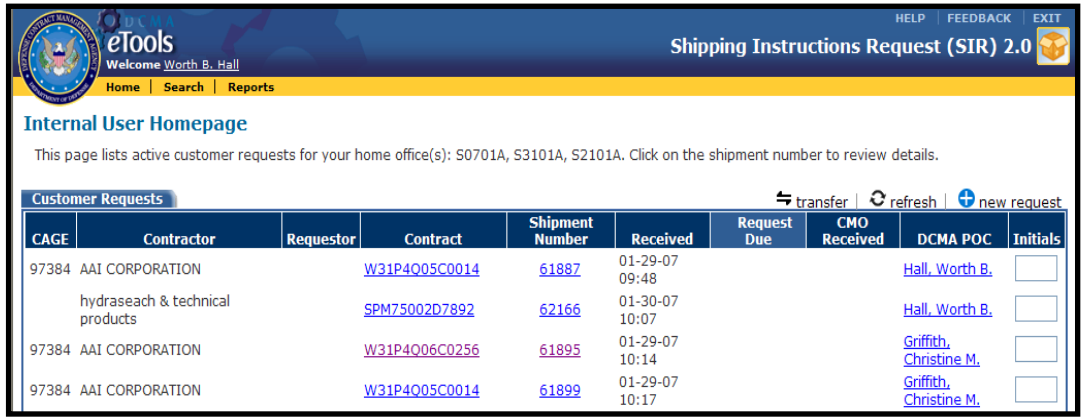
Graphic 4.5 : Refresh the Internal User Homepage

Topic Four - View and Edit the Details of a Request

View and Edit Details

A Received or Closed Request can be viewed and/or edited by selecting any of the underlined (linked) items on the Internal User Homepage.

View and Edit Details of a Request (Graphics 4.6 - 4.7)	
1.	*Click* on the **Shipment Number** link in the Shipment Number column. • The Shipment Details appear (Graphic 4.7) • The first 5 tabs can be edited
2.	*Click* the **Continue** button to save any changes.


eTools
Welcome Worth B. Hall
Home | Search | Reports
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Internal User Homepage
This page lists active customer requests for your home office(s): S0701A, S3101A, S2101A. Click on the shipment number to review details.
Customer Requests
transfer | refresh | new request
CAGE | Contractor | Requestor | Contract | Shipment Number | Received | Request Due | CMO Received | DCMA POC | Initials
97384 AAI CORPORATION W31P4Q05C0014 61887 01-29-07 09:48 Hall, Worth B.
hydraseach & technical products SPM75002D7892 62166 01-30-07 10:07 Hall, Worth B.
97384 AAI CORPORATION W31P4Q06C0256 61895 01-29-07 10:14 Griffith, Christine M.
97384 AAI CORPORATION W31P4Q05C0014 61899 01-29-07 10:17 Griffith, Christine M.

Graphic 4.6 : View the Details of a Request

eTools
Welcome Worth B. Hall
Home | Search | Reports
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Contract: W31P4Q06C0256
Items to be Shipped | Shipping Origin | Shipping Destination and Dates | Special Shipping Requirements | Contractor Attachments | DCMA Transportation Input | NOA Information
search items | add new item
Line Item Number | Name/Description | Units Per Pkg/ Container | Pkg/ Container Number | Pkg/ Container Type | National Stock No. | Freight Class | Weight Per Pkg/ Container | Cube Per Pkg/Container
W31P4Q06C0256:000000 aircraft parts 1 1 ctn nnsn 41 lbs L 14 W 15 H 14 in
Calculate Totals
Pkg/Containers
Pounds
Cubic Feet
Continue
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Graphic 4.7 : Edit the Details of a Request

Topic Five – DCMA Transportation Input

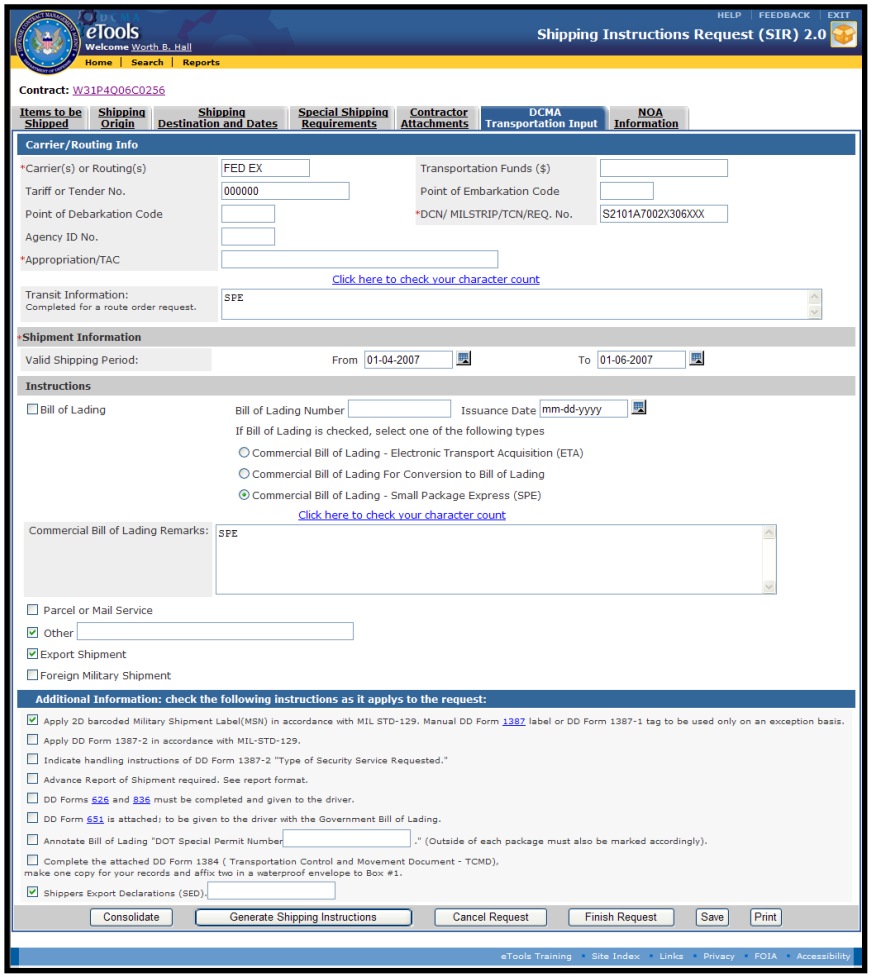
DCMA Transportation Input

Only the Transportation Officer Role has this tab.

Following are the enhancements to this tab:

- Added **Appropriation/TAC** field
- Added a text field next to the **Shippers Export Declaration**
- Added a **Cancel** button
- The Close Request Out button was renamed **Finish Request**

DCMA Transportation Input Tab (Graphic 4.8)	
1.	*Fill-out* the **necessary** fields on the DCMA Transportation Input tab. • Fields with asterisks (*) are required
2.	*Click* the **Save** button when you are finished completing the form.


eTools
Welcome Worth B. Hall
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Home | Search | Reports
Contract: W31P4Q06C0256
Items to be Shipped
Shipping Origin
Shipping Destination and Dates
Special Shipping Requirements
Contractor Attachments
DCMA Transportation Input
NOA Information
Carrier/Routing Info
*Carrier(s) or Routing(s)
FED EX
Transportation Funds ($)
Tariff or Tender No.
000000
Point of Embarkation Code
Point of Debarkation Code
*DCN/ MILSTRIP/TCN/REQ. No.
S2101A7002X306XXX
Agency ID No.
*Appropriation/TAC
Click here to check your character count
Transit Information:
Completed for a route order request.
SPE
*Shipment Information
Valid Shipping Period:
From 01-04-2007
To 01-06-2007
Instructions
Bill of Lading
Bill of Lading Number
Issuance Date mm-dd-yyyy
If Bill of Lading is checked, select one of the following types
Commercial Bill of Lading - Electronic Transport Acquisition (ETA)
Commercial Bill of Lading For Conversion to Bill of Lading
Commercial Bill of Lading - Small Package Express (SPE)
Click here to check your character count
Commercial Bill of Lading Remarks:
SPE
Parcel or Mail Service
Other
Export Shipment
Foreign Military Shipment
Additional Information: check the following instructions as it applys to the request:
Apply 2D barcoded Military Shipment Label(MSN) in accordance with MIL STD-129. Manual DD Form 1387 label or DD Form 1387-1 tag to be used only on an exception basis.
Apply DD Form 1387-2 in accordance with MIL-STD-129.
Indicate handling instructions of DD Form 1387-2 "Type of Security Service Requested."
Advance Report of Shipment required. See report format.
DD Forms 626 and 836 must be completed and given to the driver.
DD Form 651 is attached; to be given to the driver with the Government Bill of Lading.
Annotate Bill of Lading "DOT Special Permit Number ." (Outside of each package must also be marked accordingly).
Complete the attached DD Form 1384 (Transportation Control and Movement Document - TCMD), make one copy for your records and affix two in a waterproof envelope to Box #1.
Shippers Export Declarations (SED).
Consolidate
Generate Shipping Instructions
Cancel Request
Finish Request
Save
Print
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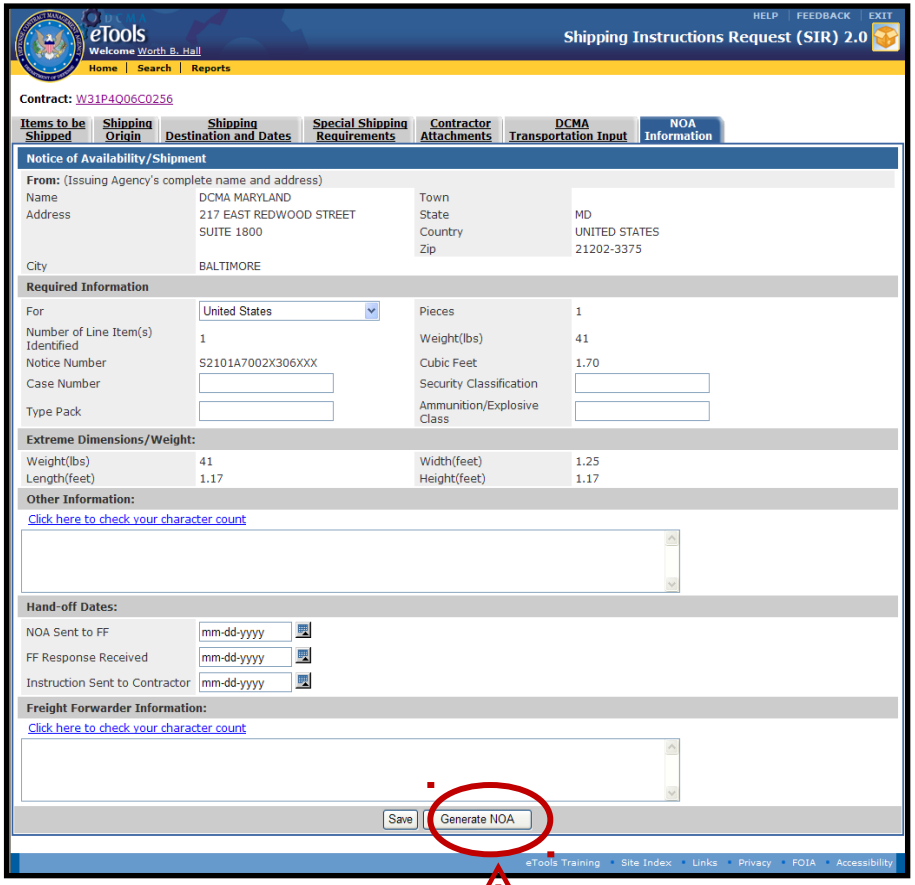
Graphic 4.8 : DCMA Transportation Input Tab

Topic Six – NOA Information

NOA Information

A new function in SIR 2.0 is the ability of the Transportation Officer to generate a Notice of Availability (NOA). Some of the information on this screen will be pre-populated with data from the Items to be Shipped tab and the Special Shipping Requirements tab. Only The Transportation Officer Role has this tab.

NOA Information Tab 7 (Graphic 4.9)	
1.	*Click* the **NOA Information** tab. • A Notice of Availability is generated
2.	*Fill-out* the **necessary** fields on the **NOA Information** tab.
3.	*Click* the **Generate NOA** button to have the form generated in PDF.
4.	*Click* the **Save** button.



Graphic 4.9 : NOA Information Tab

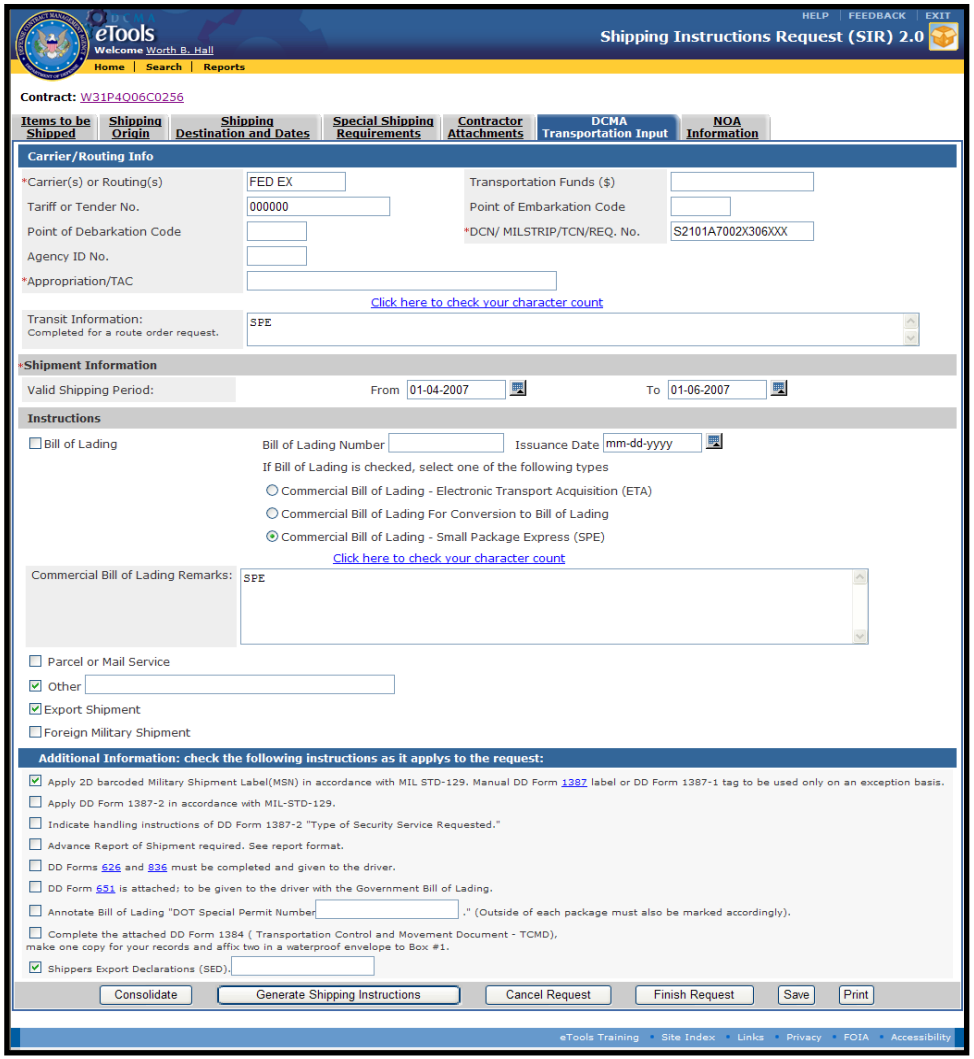
NOTE: If you entered the date for the NOA Sent to FF field under the hand-off dates section, you must enter the FF Response Received and Instructions Sent to Contractor fields in order to Finish the Request.

Topic Seven – Generate Shipping Instructions

Generate Shipping Instructions

Follow the steps below in order to generate Shipping Instructions.

Generate Shipping Instructions (Graphic 4.10)	
1.	*Click* the **DCMA Transportation Input** tab.
2.	*Click* the **Generate Shipping Instructions** button from DCMA Transportation Input tab. • A summary of the request will display


eTools
Welcome Worth B. Hall
Home | Search | Reports
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Contract: W31P4Q06C0256
Items to be Shipped
Shipping Origin
Shipping Destination and Dates
Special Shipping Requirements
Contractor Attachments
DCMA Transportation Input
NOA Information
Carrier/Routing Info
*Carrier(s) or Routing(s)
FED EX
Transportation Funds ($)
Tariff or Tender No.
000000
Point of Embarkation Code
Point of Debarkation Code
*DCN/ MILSTRIP/TCN/REQ. No.
S2101A7002X306XXX
Agency ID No.
*Appropriation/TAC
Click here to check your character count
Transit Information:
Completed for a route order request.
SPE
*Shipment Information
Valid Shipping Period:
From 01-04-2007
To 01-06-2007
Instructions
Bill of Lading
Bill of Lading Number
Issuance Date mm-dd-yyyy
If Bill of Lading is checked, select one of the following types
Commercial Bill of Lading - Electronic Transport Acquisition (ETA)
Commercial Bill of Lading For Conversion to Bill of Lading
Commercial Bill of Lading - Small Package Express (SPE)
Click here to check your character count
Commercial Bill of Lading Remarks:
SPE
Parcel or Mail Service
Other
Export Shipment
Foreign Military Shipment
Additional Information: check the following instructions as it applys to the request:
Apply 2D barcoded Military Shipment Label(MSN) in accordance with MIL STD-129. Manual DD Form 1387 label or DD Form 1387-1 tag to be used only on an exception basis.
Apply DD Form 1387-2 in accordance with MIL-STD-129.
Indicate handling instructions of DD Form 1387-2 "Type of Security Service Requested."
Advance Report of Shipment required. See report format.
DD Forms 626 and 836 must be completed and given to the driver.
DD Form 651 is attached; to be given to the driver with the Government Bill of Lading.
Annotate Bill of Lading "DOT Special Permit Number ." (Outside of each package must also be marked accordingly).
Complete the attached DD Form 1384 (Transportation Control and Movement Document - TCMD), make one copy for your records and affix two in a waterproof envelope to Box #1.
Shippers Export Declarations (SED).
Consolidate
Generate Shipping Instructions
Cancel Request
Finish Request
Save
Print
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Graphic 4.10: Generate Shipping Instructions

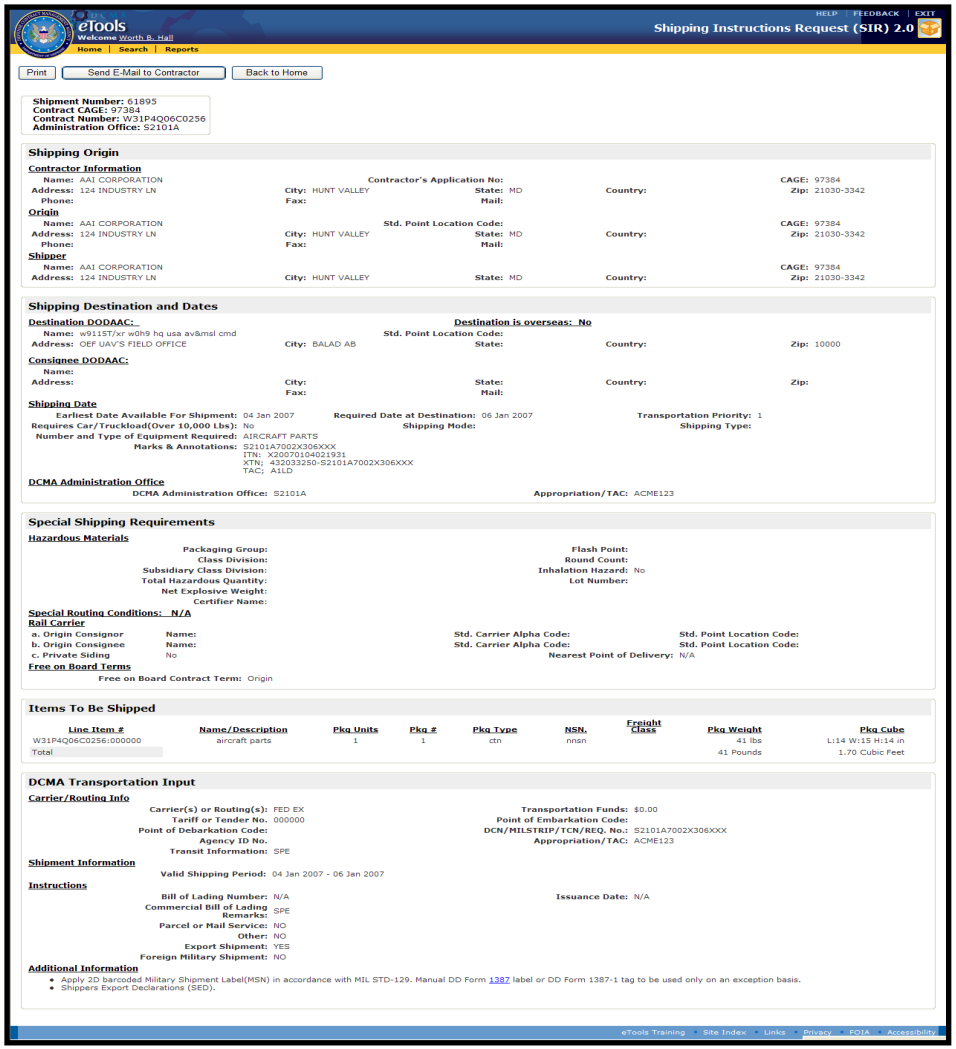
Topic Seven – Generate Shipping Instructions

Send an E-Mail to the Requesting Contractor

Follow the steps below to E-Mail a copy of the Shipping Instructions to the contractor.

The Transportation Officer has the option to attach any relevant information to the E-Mail being sent to the contractor.

Send an E-Mail to the Requestor (Graphic 4.11)	
1.	*Click* the **Send E-Mail to Contractor** button. • An E-Mail screen will display



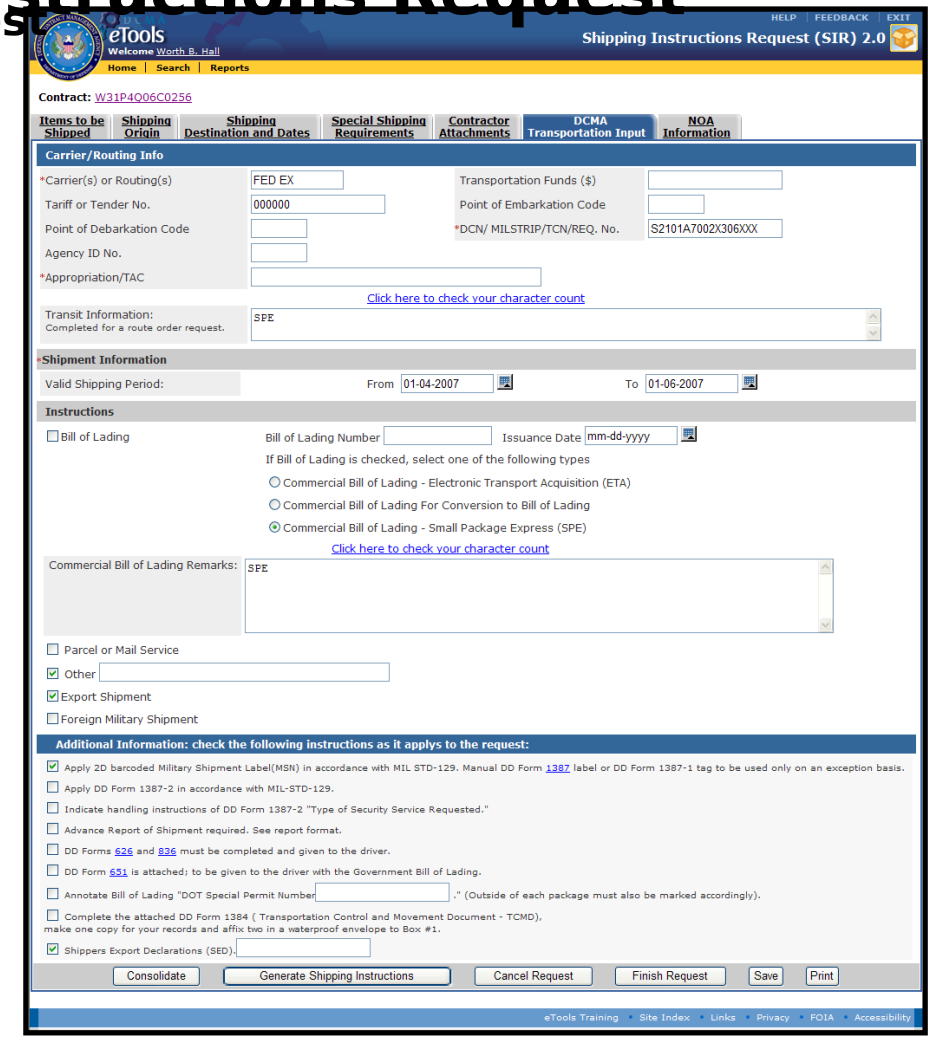
Graphic 4.11: Send E-Mail to Contractor

Topic Eight – Finish, Save, Cancel, or Print a Shipping Instructions Request

Finish Shipping Instructions Request

Once a Shipping Instructions Request is finished, a “This request has been closed out!” message displays on the subsequent request summary screen, indicating that the action for the Request is complete.

Finish a Shipping Instructions Request (Graphic 4.12)	
1.	*Click* the **DCMA Transportation Input** tab.
2.	*Review* and *Fill-in* **appropriate fields**.
3.	*Click* the **Finish Request** button on the DCMA Transportation Input tab.


eTools
Welcome Worth B. Hall
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Home | Search | Reports
Contract: W31P4Q06C0256
Items to be Shipped | Shipping Origin | Shipping Destination and Dates | Special Shipping Requirements | Contractor Attachments | DCMA Transportation Input | NOA Information
Carrier/Routing Info
*Carrier(s) or Routing(s) FED EX
Tariff or Tender No. 000000
Point of Debarkation Code
Agency ID No.
*Appropriation/TAC
Transportation Funds ($)
Point of Embarkation Code
*DCN/ MILSTRIP/TCN/REQ. No. S2101A7002X306XXX
Click here to check your character count
Transit Information: Completed for a route order request. SPE
*Shipment Information
Valid Shipping Period: From 01-04-2007 To 01-06-2007
Instructions
Bill of Lading
Bill of Lading Number
Issuance Date mm-dd-yyyy
If Bill of Lading is checked, select one of the following types
Commercial Bill of Lading - Electronic Transport Acquisition (ETA)
Commercial Bill of Lading For Conversion to Bill of Lading
Commercial Bill of Lading - Small Package Express (SPE)
Click here to check your character count
Commercial Bill of Lading Remarks: SPE
Parcel or Mail Service
Other
Export Shipment
Foreign Military Shipment
Additional Information: check the following instructions as it applys to the request:
Apply 2D barcoded Military Shipment Label(MSN) in accordance with MIL STD-129. Manual DD Form 1387 label or DD Form 1387-1 tag to be used only on an exception basis.
Apply DD Form 1387-2 in accordance with MIL-STD-129.
Indicate handling instructions of DD Form 1387-2 "Type of Security Service Requested."
Advance Report of Shipment required. See report format.
DD Forms 626 and 836 must be completed and given to the driver.
DD Form 651 is attached; to be given to the driver with the Government Bill of Lading.
Annotate Bill of Lading "DOT Special Permit Number ." (Outside of each package must also be marked accordingly).
Complete the attached DD Form 1384 (Transportation Control and Movement Document - TCMD), make one copy for your records and affix two in a waterproof envelope to Box #1.
Shippers Export Declarations (SED).
Consolidate | Generate Shipping Instructions | Cancel Request | Finish Request | Save | Print
eTools Training | Site Index | Links | Privacy | FOIA | Accessibility

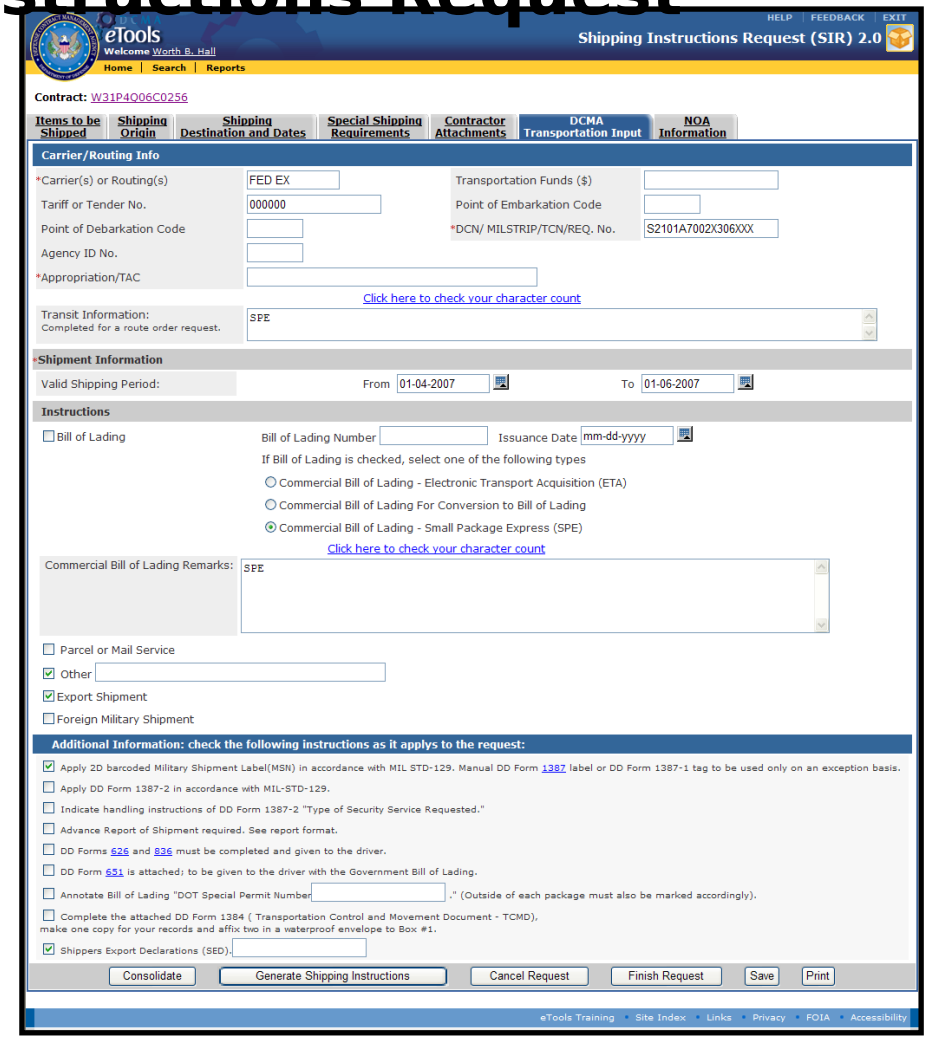
Graphic 4.12: Finish a Shipping Instructions Request

Topic Eight – Finish, Save, Cancel, or Print a Shipping Instructions Request

Finish, Save, Cancel or Print

Follow the steps below to Save, Cancel, or Print a Shipping Instructions Request.

Save, Cancel, or Print (Graphic 4.13)	
1.	*Select* the **DCMA Transportation Input** tab.
2.	*Click* the **Save** button. • The request is saved in the TO's **Customer Requests** on the Internal User Homepage
3.	*Click* the **Cancel** button. • The request will no longer be accessible from the application
4.	*Click* **OK** from the cancel confirmation dialog box. or *Click* **Cancel** to abort.
5.	*Click* the **Print** button.


eTools
Welcome Worth B. Hall
Shipping Instructions Request (SIR) 2.0
Home | Search | Reports
Contract: W31P4Q06C0256
Items to be Shipped | Shipping Origin | Shipping Destination and Dates | Special Shipping Requirements | Contractor Attachments | DCMA Transportation Input | NOA Information
Carrier/Routing Info
Carrier(s) or Routing(s) FED EX
Tariff or Tender No. 000000
Point of Debarkation Code
Agency ID No.
Appropriation/TAC
Transportation Funds ($)
Point of Embarkation Code
DCN/ MILSTRIP/TCN/REQ. No. S2101A7002X306XXX
Click here to check your character count
Transit Information: Completed for a route order request. SPE
Shipment Information
Valid Shipping Period: From 01-04-2007 To 01-06-2007
Instructions
Bill of Lading
Bill of Lading Number
Issuance Date mm-dd-yyyy
If Bill of Lading is checked, select one of the following types
Commercial Bill of Lading - Electronic Transport Acquisition (ETA)
Commercial Bill of Lading For Conversion to Bill of Lading
Commercial Bill of Lading - Small Package Express (SPE)
Click here to check your character count
Commercial Bill of Lading Remarks: SPE
Parcel or Mail Service
Other
Export Shipment
Foreign Military Shipment
Additional Information: check the following instructions as it applys to the request:
Apply 2D barcoded Military Shipment Label(MSN) in accordance with MIL STD-129. Manual DD Form 1387 label or DD Form 1387-1 tag to be used only on an exception basis.
Apply DD Form 1387-2 in accordance with MIL-STD-129.
Indicate handling instructions of DD Form 1387-2 "Type of Security Service Requested."
Advance Report of Shipment required. See report format.
DD Forms 626 and 836 must be completed and given to the driver.
DD Form 651 is attached; to be given to the driver with the Government Bill of Lading.
Annotate Bill of Lading "DOT Special Permit Number ." (Outside of each package must also be marked accordingly).
Complete the attached DD Form 1384 (Transportation Control and Movement Document - TCMD), make one copy for your records and affix two in a waterproof envelope to Box #1.
Shippers Export Declarations (SED).
Consolidate | Generate Shipping Instructions | Cancel Request | Finish Request | Save | Print
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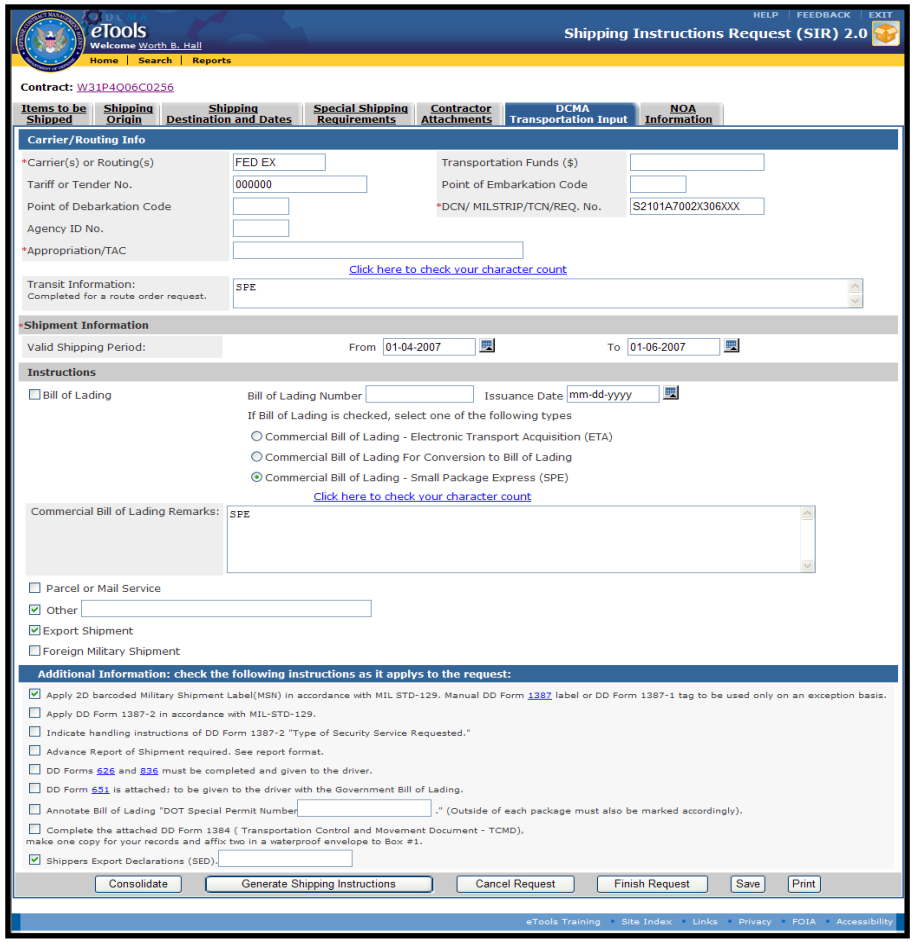
Graphic 4.13: Save, Cancel, or Print a Shipping Instructions Request

Topic Nine – Consolidate Separate Requests into a Single Shipment

Consolidate Separate Requests into a Single Shipment

Follow the steps below to consolidate separate requests into a single shipment.

Consolidate Separate Requests into a Single Shipment (Graphic 4.14)	
1.	*Select* the **DCMA Transportation Input** tab.
2.	*Click* the **Consolidate** button.


eTools
Welcome Worth B. Hall
Home | Search | Reports
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Contract: W31P4Q06C0256
Items to be Shipped | Shipping Origin | Shipping Destination and Dates | Special Shipping Requirements | Contractor Attachments | DCMA Transportation Input | NOA Information
Carrier/Routing Info
*Carrier(s) or Routing(s) FED EX
Transportation Funds ($)
Tariff or Tender No. 000000
Point of Embarkation Code
Point of Debarkation Code
*DCN/ MILSTRIP/TCN/REQ. No. S2101A7002X306XXX
Agency ID No.
*Appropriation/TAC
Click here to check your character count
Transit Information: Completed for a route order request. SPE
*Shipment Information
Valid Shipping Period: From 01-04-2007 To 01-06-2007
Instructions
Bill of Lading
Bill of Lading Number
Issuance Date mm-dd-yyyy
If Bill of Lading is checked, select one of the following types
Commercial Bill of Lading - Electronic Transport Acquisition (ETA)
Commercial Bill of Lading For Conversion to Bill of Lading
Commercial Bill of Lading - Small Package Express (SPE)
Click here to check your character count
Commercial Bill of Lading Remarks: SPE
Parcel or Mail Service
Other
Export Shipment
Foreign Military Shipment
Additional Information: check the following instructions as it applys to the request:
Apply 2D barcoded Military Shipment Label(MSN) in accordance with MIL STD-129. Manual DD Form 1387 label or DD Form 1387-1 tag to be used only on an exception basis.
Apply DD Form 1387-2 in accordance with MIL-STD-129.
Indicate handling instructions of DD Form 1387-2 "Type of Security Service Requested."
Advance Report of Shipment required. See report format.
DD Forms 626 and 836 must be completed and given to the driver.
DD Form 651 is attached; to be given to the driver with the Government Bill of Lading.
Annotate Bill of Lading "DOT Special Permit Number" ." (Outside of each package must also be marked accordingly).
Complete the attached DD Form 1384 (Transportation Control and Movement Document - TCMD), make one copy for your records and affix two in a waterproof envelope to Box #1.
Shippers Export Declarations (SED).
Consolidate
Generate Shipping Instructions
Cancel Request
Finish Request
Save
Print
eTools Training | Site Index | Links | Privacy | FOIA | Accessibility

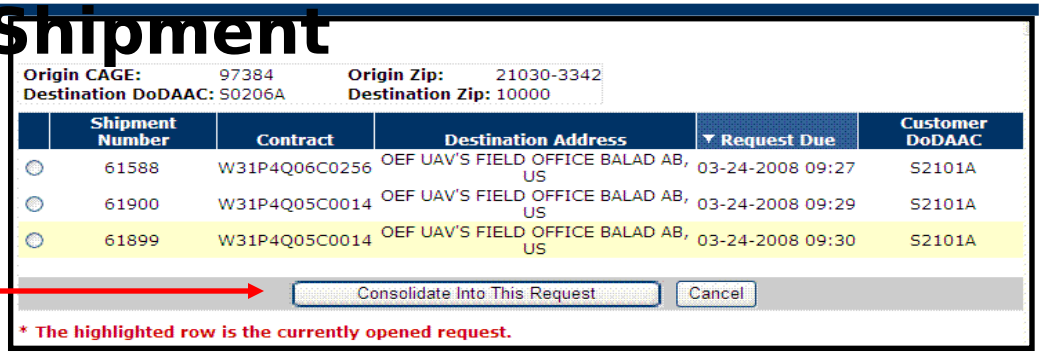
Graphic 4.14: Consolidate a Shipping Instructions Request

Topic Nine – Consolidate Separate Requests into a Single Shipment

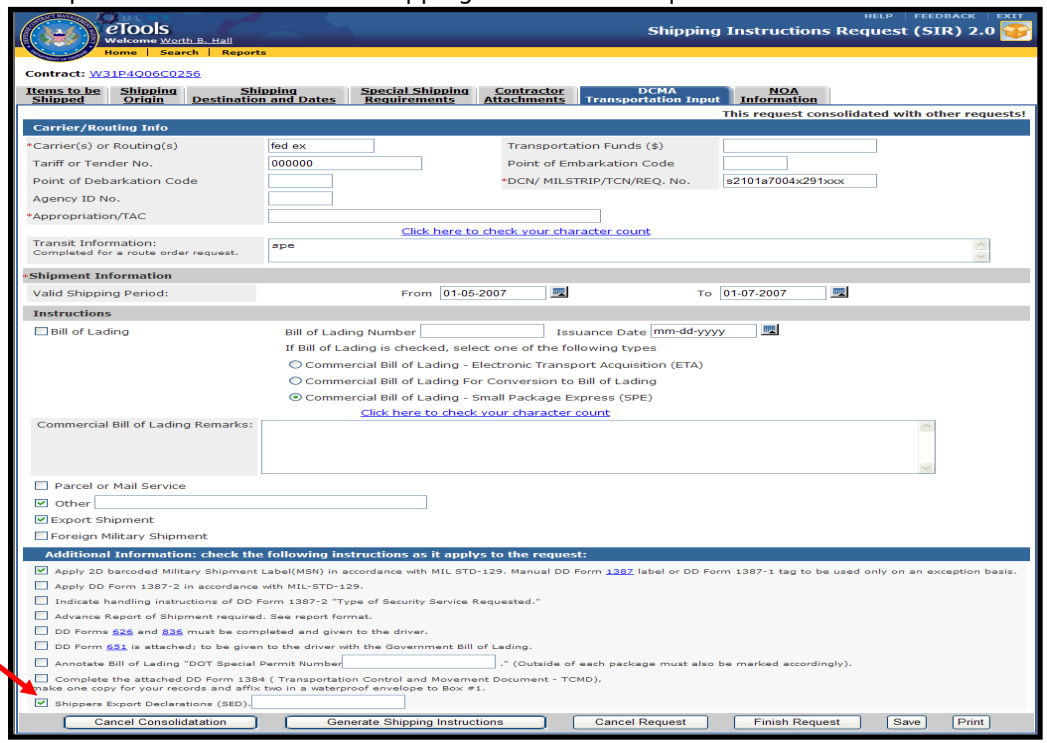
Consolidating Separate Requests

Certain conditions must apply before a request can be consolidated. The request should have the same Origin CAGE and Zip code (on the **Shipping Origin** tab). Also, the request should have the same Destination DoDAAC and Zip code (on the **Shipping Destination and Dates** tab).

Consolidate Separate Requests into a Single Shipment (Graphics 4.15 - 4.16)	
1.	Select the request that will be consolidated with the other requests. • The request that is highlighted is the request that is currently open
2.	*Click* on the **Consolidate Into This Request** button. • Line items of all the non-selected requests will be merged into the selected request
3.	The Consolidate button is changed to **Cancel Consolidation** on DCMA Transportation Input Tab.


Origin CAGE: 97384
Origin Zip: 21030-3342
Destination DoDAAC: S0206A
Destination Zip: 10000
Shipment Number
Contract
Destination Address
Request Due
Customer DoDAAC
61588 W31P4Q06C0256 OEF UAV'S FIELD OFFICE BALAD AB, US 03-24-2008 09:27 S2101A
61900 W31P4Q05C0014 OEF UAV'S FIELD OFFICE BALAD AB, US 03-24-2008 09:29 S2101A
61899 W31P4Q05C0014 OEF UAV'S FIELD OFFICE BALAD AB, US 03-24-2008 09:30 S2101A
Consolidate Into This Request
Cancel
* The highlighted row is the currently opened request.

Graphic 4.15: Consolidate a Shipping Instructions Request



Graphic 4.16: Cancel Consolidation Button

Topic Ten – Delay Request Completion

Delay Request Completion

The completion of a request is delayed when it exceeds the allowable time specified in the contract.

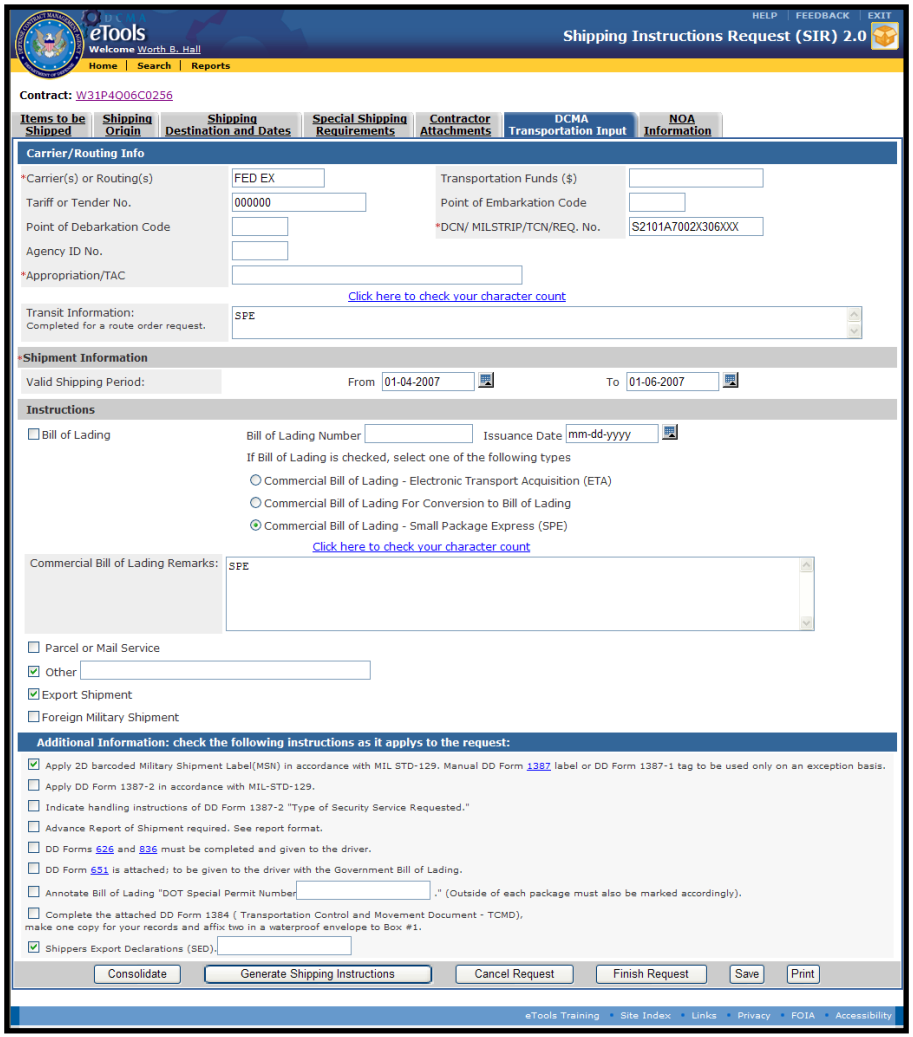
The completion time is stated in the contract with a Transportation Priority of 1, 2, or 3. The Contractor enters this information in the **Shipping Destination and Date** tab.

Priority 1 = overdue if completion takes more than 24 hours

Priority 2 = overdue if completion takes more then 48 hours

Priority 3 = overdue if completion exceeds the required delivery date.

Delay a Request Completion (Graphic 4.17)	
1.	*Click* the **DCMA Transportation Input** tab.
2.	*Click* the **Finish Request** button. • If it meets any of the criteria above a message will display on the request summary screen as displayed on the next slide


eTools
Welcome Worth B. Hall
Home | Search | Reports
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Contract: W31P4Q06C0256
Items to be Shipped | Shipping Origin | Shipping Destination and Dates | Special Shipping Requirements | Contractor Attachments | DCMA Transportation Input | NOA Information
Carrier/Routing Info
*Carrier(s) or Routing(s) FED EX
Tariff or Tender No. 000000
Point of Debarkation Code
Agency ID No.
*Appropriation/TAC
Transportation Funds ($)
Point of Embarkation Code
*DCN/ MILSTRIP/TCN/REQ. No. S2101A7002X306XXX
Click here to check your character count
Transit Information: Completed for a route order request. SPE
*Shipment Information
Valid Shipping Period: From 01-04-2007 To 01-06-2007
Instructions
Bill of Lading
Bill of Lading Number
Issuance Date mm-dd-yyyy
If Bill of Lading is checked, select one of the following types
Commercial Bill of Lading - Electronic Transport Acquisition (ETA)
Commercial Bill of Lading For Conversion to Bill of Lading
Commercial Bill of Lading - Small Package Express (SPE)
Click here to check your character count
Commercial Bill of Lading Remarks: SPE
Parcel or Mail Service
Other
Export Shipment
Foreign Military Shipment
Additional Information: check the following instructions as it applys to the request:
Apply 2D barcoded Military Shipment Label(MSN) in accordance with MIL STD-129. Manual DD Form 1387 label or DD Form 1387-1 tag to be used only on an exception basis.
Apply DD Form 1387-2 in accordance with MIL-STD-129.
Indicate handling instructions of DD Form 1387-2 "Type of Security Service Requested."
Advance Report of Shipment required. See report format.
DD Forms 626 and 836 must be completed and given to the driver.
DD Form 651 is attached; to be given to the driver with the Government Bill of Lading.
Annotate Bill of Lading "DOT Special Permit Number ." (Outside of each package must also be marked accordingly).
Complete the attached DD Form 1384 (Transportation Control and Movement Document - TCMD), make one copy for your records and affix two in a waterproof envelope to Box #1.
Shippers Export Declarations (SED).
Consolidate | Generate Shipping Instructions | Cancel Request | Finish Request | Save | Print
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Graphic 4.17: Consolidate a Shipping Instructions Request

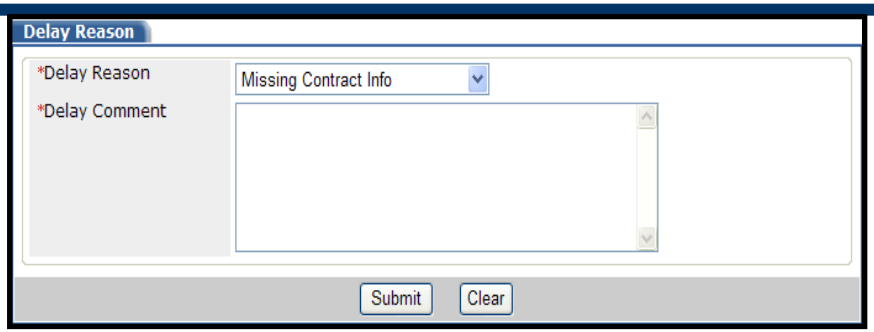
Topic Ten – Delay Request Completion

Delay Request Completion

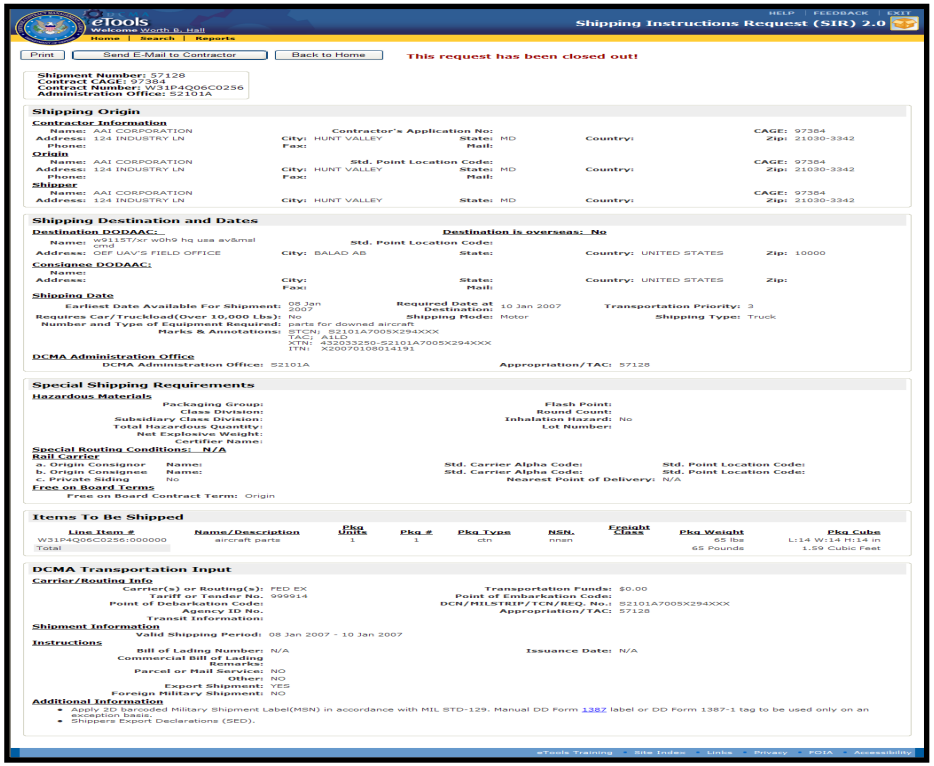
Following are the Delay Reasons listed in the drop-down:

- Notice of Availability
- Export Traffic Release Request
- Air Clearance Challenge
- Contractor Delay
- Missing Contract Info
- Other (see comment)

Delay Request Completion (Graphics 4.18 - 4.19)	
1.	*Select* a **reason for the delay** from the Delay Reason drop-down .
2.	*Enter* an **explanation** in the Delay Comment field.
3.	*Click* the **Submit** button.



Graphic 4.18: Delay Reason



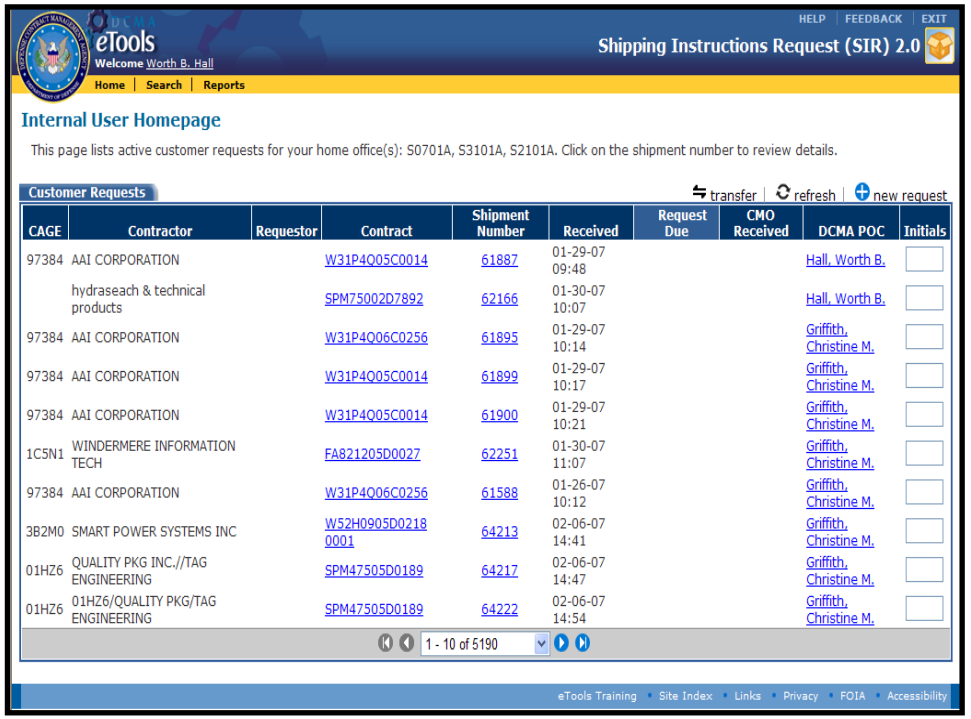
Graphic 4.19: Delay Reason Completion

Topic Eleven – Send an E-Mail to the DCMA POC

Send an E-Mail to the DCMA POC

Follow the steps below to send an E-Mail to the DCMA Point of Contact (POC).

Send an E-Mail to the DCMA POC (Graphic 4.20)	
1.	*Click* on the appropriate DCMA POC name in the DCMA POC column. • Microsoft will launch a new E-Mail message with the DCMA POC's E-Mail address pre-populated


eTools
Welcome Worth B. Hall
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Home | Search | Reports
Internal User Homepage
This page lists active customer requests for your home office(s): S0701A, S3101A, S2101A. Click on the shipment number to review details.
Customer Requests
transfer | refresh | new request
CAGE | Contractor | Requestor | Contract | Shipment Number | Received | Request Due | CMO Received | DCMA POC | Initials
97384 | AAI CORPORATION | | W31P4Q05C0014 | 61887 | 01-29-07 09:48 | | | Hall, Worth B. |
| hydraseach & technical products | | SPM75002D7892 | 62166 | 01-30-07 10:07 | | | Hall, Worth B. |
97384 | AAI CORPORATION | | W31P4Q06C0256 | 61895 | 01-29-07 10:14 | | | Griffith, Christine M. |
97384 | AAI CORPORATION | | W31P4Q05C0014 | 61899 | 01-29-07 10:17 | | | Griffith, Christine M. |
97384 | AAI CORPORATION | | W31P4Q05C0014 | 61900 | 01-29-07 10:21 | | | Griffith, Christine M. |
1C5N1 | WINDERMERE INFORMATION TECH | | FA821205D0027 | 62251 | 01-30-07 11:07 | | | Griffith, Christine M. |
97384 | AAI CORPORATION | | W31P4Q06C0256 | 61588 | 01-26-07 10:12 | | | Griffith, Christine M. |
3B2M0 | SMART POWER SYSTEMS INC | | W52H0905D0218 0001 | 64213 | 02-06-07 14:41 | | | Griffith, Christine M. |
01HZ6 | QUALITY PKG INC.//TAG ENGINEERING | | SPM47505D0189 | 64217 | 02-06-07 14:47 | | | Griffith, Christine M. |
01HZ6 | 01HZ6/QUALITY PKG/TAG ENGINEERING | | SPM47505D0189 | 64222 | 02-06-07 14:54 | | | Griffith, Christine M. |
1 - 10 of 5190
eTools Training | Site Index | Links | Privacy | FOIA | Accessibility

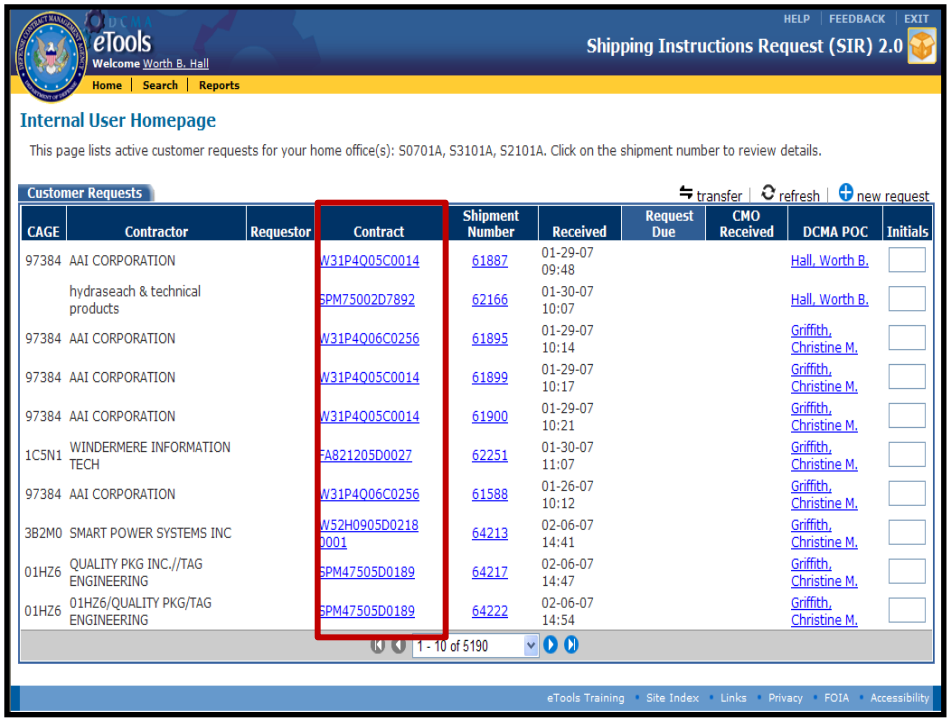
Graphic 4.20: Send E-Mail to the DCMA POC

Topic Twelve – Link to Contract View

Link to Contract View

If the contract exists in the database, you may view the contract by clicking on the Contract number link under the Contract column on the Internal User Homepage.

Link to Contract View (Graphic 4.21)	
1.	*Click* on the **Contract Number** link in the **Contract** column on the Internal User Homepage. • The Contract View displays


eTools
Welcome Worth B. Hall
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Home | Search | Reports
Internal User Homepage
This page lists active customer requests for your home office(s): S0701A, S3101A, S2101A. Click on the shipment number to review details.
Customer Requests
transfer | refresh | new request
CAGE | Contractor | Requestor | Contract | Shipment Number | Received | Request Due | CMO Received | DCMA POC | Initials
97384 | AAI CORPORATION | | W31P4Q05C0014 | 61887 | 01-29-07 09:48 | | | Hall, Worth B. |
| hydraseach & technical products | | SPM75002D7892 | 62166 | 01-30-07 10:07 | | | Hall, Worth B. |
97384 | AAI CORPORATION | | W31P4Q06C0256 | 61895 | 01-29-07 10:14 | | | Griffith, Christine M. |
97384 | AAI CORPORATION | | W31P4Q05C0014 | 61899 | 01-29-07 10:17 | | | Griffith, Christine M. |
97384 | AAI CORPORATION | | W31P4Q05C0014 | 61900 | 01-29-07 10:21 | | | Griffith, Christine M. |
1C5N1 | WINDERMERE INFORMATION TECH | | FA821205D0027 | 62251 | 01-30-07 11:07 | | | Griffith, Christine M. |
97384 | AAI CORPORATION | | W31P4Q06C0256 | 61588 | 01-26-07 10:12 | | | Griffith, Christine M. |
3B2M0 | SMART POWER SYSTEMS INC | | W52H0905D0218 0001 | 64213 | 02-06-07 14:41 | | | Griffith, Christine M. |
01HZ6 | QUALITY PKG INC.//TAG ENGINEERING | | SPM47505D0189 | 64217 | 02-06-07 14:47 | | | Griffith, Christine M. |
01HZ6 | 01HZ6/QUALITY PKG/TAG ENGINEERING | | SPM47505D0189 | 64222 | 02-06-07 14:54 | | | Griffith, Christine M. |
1 - 10 of 5190
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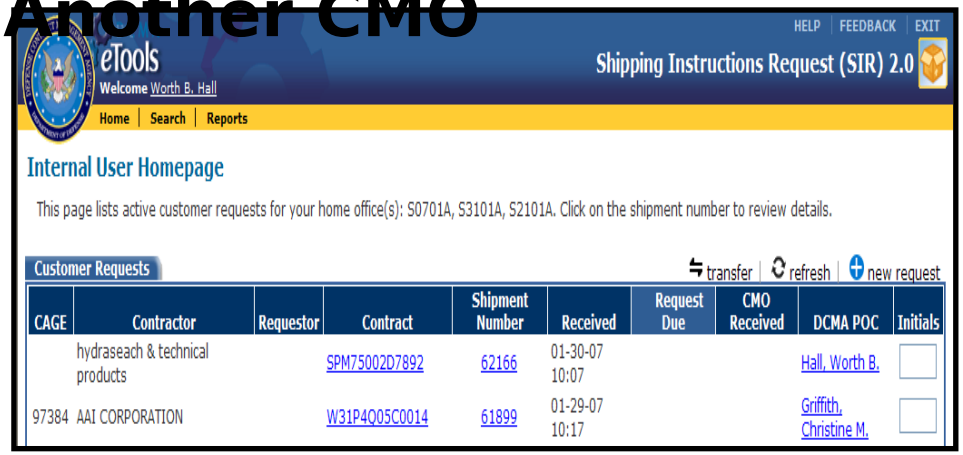
Graphic 4.21: Link to Contract View

Topic Thirteen - Transfer a Shipping Instructions Request to Another CMO

Transfer a SIR to Another CMO

The Transportation Officer may wish to transfer one or more requests to another Contract Management Office (CMO), in order to redistribute the workload.

Transfer a Shipping Instructions Request to Another CMO (Graphics 4.22 - 4.23)	
1.	*Click* the **Transfer** icon on the Internal User Homepage.
2.	*Enter* the **CMO** in which you want to transfer the request to in the **Transfer To** field.
3.	*Click* the **Search** icon if the CMO is unknown.
4.	*Click* the **check-box** next to the request you want to transfer.
5.	*Click* the **Transfer** button.


HELP | FEEDBACK | EXIT
eTools
Welcome Worth B. Hall
Shipping Instructions Request (SIR) 2.0
Home | Search | Reports
Internal User Homepage
This page lists active customer requests for your home office(s): S0701A, S3101A, S2101A. Click on the shipment number to review details.
Customer Requests
transfer | refresh | new request
CAGE | Contractor | Requestor | Contract | Shipment Number | Received | Request Due | CMO Received | DCMA POC | Initials
hydraseach & technical products | SPM75002D7892 | 62166 | 01-30-07 10:07 | Hall, Worth B.
97384 | AAI CORPORATION | W31P4Q05C0014 | 61899 | 01-29-07 10:17 | Griffith, Christine M.

Graphic 4.22 : Transfer a Shipping Instructions Request to Another CMO

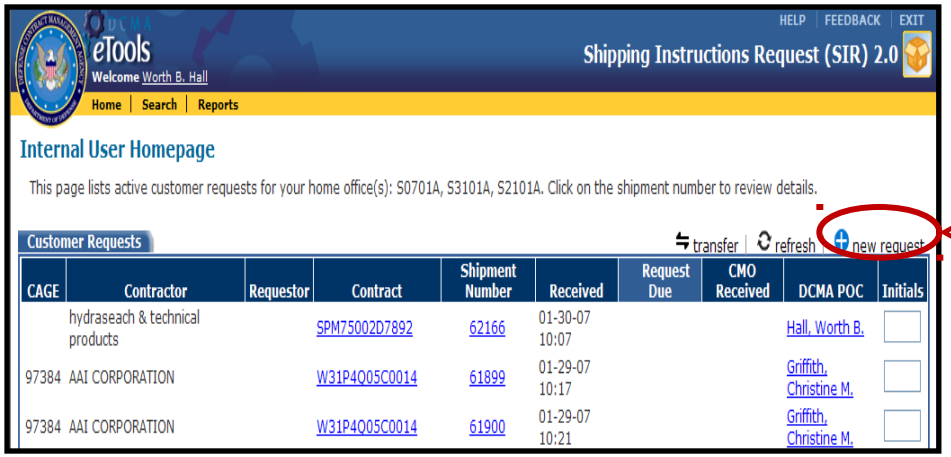
Transfer To
Search
Transfer
Close Window
Ship Number | CAGE | Contractor | Contract | Customer DoDAAC | Request Due
62166 | hydraseach & technical products | SPM75002D7892 | S2101A
61899 | 97384 | AAI CORPORATION | W31P4Q05C0014 | S2101A
61900 | 97384 | AAI CORPORATION | W31P4Q05C0014 | S2101A
62251 | 1C5N1 | WINDERMERE INFORMATION TECH | FA821205D0027 | S2101A
61588 | 97384 | AAI CORPORATION | W31P4Q06C0256 | S2101A
64213 | 3B2M0 | SMART POWER SYSTEMS INC | W52H0905D0218 0001 | S2101A
64217 | 01HZ6 | QUALITY PKG INC.//TAG ENGINEERING | SPM47505D0189 | S2101A
64222 | 01HZ6 | 01HZ6/QUALITY PKG/TAG ENGINEERING | SPM47505D0189 | S2101A
63170 | 97384 | AAI CORPORATION | W31P4Q06C0256 | S2101A
63171 | 97384 | AAI CORPORATION | W31P4Q06C0256 | S2101A
1 - 10 of 5188

Graphic 4.23 : Transfer a Shipping Instruction Request to Another CMO

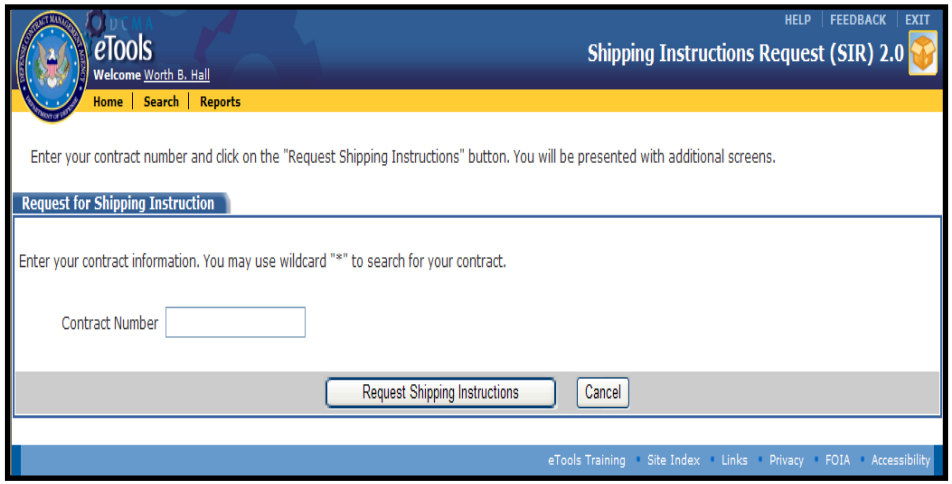
Create a New Request on Behalf of the Contractor

The Transportation Officer may want to create a new Request for Shipping Instructions on behalf of the Contractor. Follow the steps below to create a Request:

Create a new Request on Behalf of the Contractor (Graphics 4.24 - 4.25)	
1.	*Click* the **new request** icon on the Internal User Homepage. • The Contract Number screen displays
2.	Follow the same procedures as a Contractor would to create a Shipping Instructions Request (Module Two).


HELP | FEEDBACK | EXIT
eTools
Welcome Worth B. Hall
Shipping Instructions Request (SIR) 2.0
Home | Search | Reports
Internal User Homepage
This page lists active customer requests for your home office(s): S0701A, S3101A, S2101A. Click on the shipment number to review details.
Customer Requests
transfer | refresh | new request
CAGE | Contractor | Requestor | Contract | Shipment Number | Received | Request Due | CMO Received | DCMA POC | Initials
hydraseach & technical products | SPM75002D7892 | 62166 | 01-30-07 10:07 | Hall, Worth B.
97384 AAI CORPORATION | W31P4Q05C0014 | 61899 | 01-29-07 10:17 | Griffith, Christine M.
97384 AAI CORPORATION | W31P4Q05C0014 | 61900 | 01-29-07 10:21 | Griffith, Christine M.

Graphic 4.24 : Create a New Request


HELP | FEEDBACK | EXIT
eTools
Welcome Worth B. Hall
Shipping Instructions Request (SIR) 2.0
Home | Search | Reports
Enter your contract number and click on the "Request Shipping Instructions" button. You will be presented with additional screens.
Request for Shipping Instruction
Enter your contract information. You may use wildcard "*" to search for your contract.
Contract Number
Request Shipping Instructions
Cancel
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

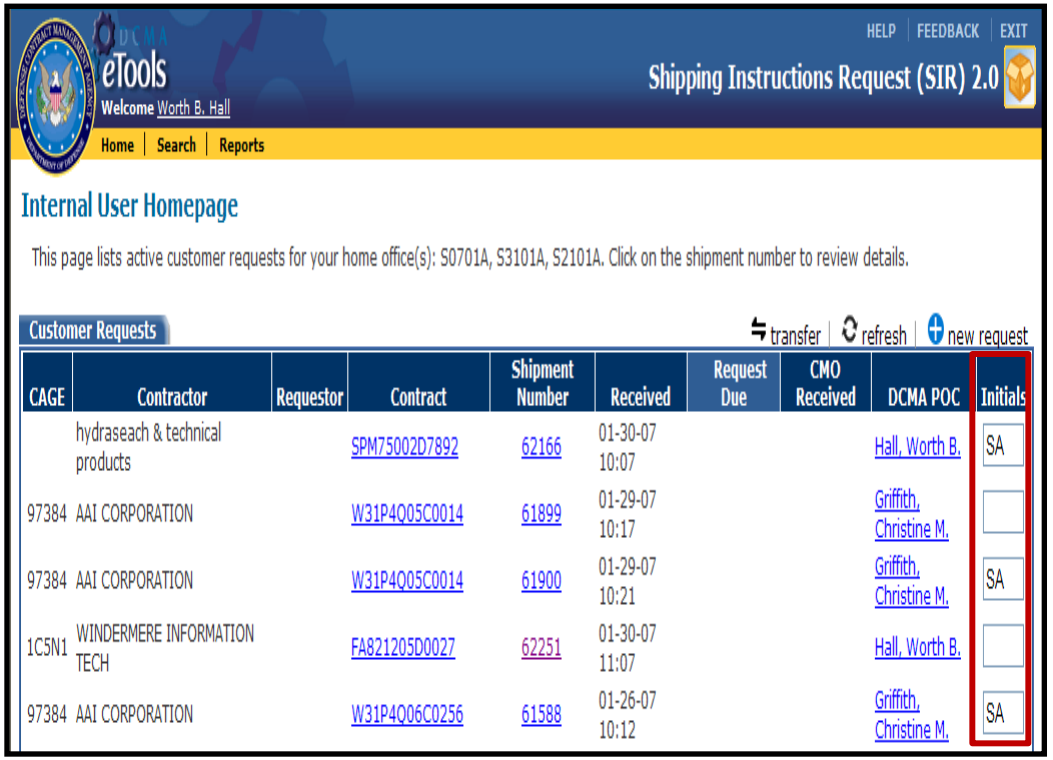
Graphic 4.25 : Contract Number

Topic Fifteen – Enter Initials

Enter Initials

A new function in SIR 2.0. is the ability of the Transportation Officer to enter their initials.

Enter Initials (Graphic 4.26)	
1.	Fill in your Initials in the **Initials** column on the Internal User Homepage. • Text row will accept three characters • The initials are automatically saved


eTools
Welcome Worth B. Hall
HELP | FEEDBACK | EXIT
Shipping Instructions Request (SIR) 2.0
Home | Search | Reports
Internal User Homepage
This page lists active customer requests for your home office(s): S0701A, S3101A, S2101A. Click on the shipment number to review details.
Customer Requests
transfer | refresh | new request
CAGE | Contractor | Requestor | Contract | Shipment Number | Received | Request Due | CMO Received | DCMA POC | Initials
hydraseach & technical products | SPM75002D7892 | 62166 | 01-30-07 10:07 | Hall, Worth B. | SA
97384 | AAI CORPORATION | W31P4Q05C0014 | 61899 | 01-29-07 10:17 | Griffith, Christine M.
97384 | AAI CORPORATION | W31P4Q05C0014 | 61900 | 01-29-07 10:21 | Griffith, Christine M. | SA
1C5N1 | WINDERMERE INFORMATION TECH | FA821205D0027 | 62251 | 01-30-07 11:07 | Hall, Worth B.
97384 | AAI CORPORATION | W31P4Q06C0256 | 61588 | 01-26-07 10:12 | Griffith, Christine M. | SA

Graphic 4.26 : Enter Initials

Module Four – Review

Module Four Covered the Following Topics:

Topic One	Access SIR 2.0 Internal User Homepage
Topic Two	Search for a Received or Closed Shipping Instructions Request
Topic Three	Refresh the Internal User Homepage
Topic Four	View and Edit the Details of a Request
Topic Five	DCMA Transportation Input
Topic Six	NOA Information
Topic Seven	Generate Shipping Instructions
Topic Eight	Finish, Save, Cancel, or Print a Shipping Instructions Request

Module Four – Review

Module Four Covered the Following Topics:

Topic Nine	Consolidate Separate Requests into a Single Shipment
Topic Ten	Delay Request Completion
Topic Eleven	Send an E-Mail to the DCMA POC
Topic Twelve	Link to Contract View
Topic Thirteen	Transfer a Shipping Instructions Request to Another CMO
Topic Fourteen	Create a New Request on Behalf of the Contractor
Topic Fifteen	Enter Initials

Module Five

Reports

Module Five – Topics

Modules Five Topics

Topic One	Reports Overview
Topic Two	Report Formats
Topic Three	Running a Report

Module Five – Objectives

At the end of Module Five you should be able to:

- Understand the three ways of accessing data
- View and Open report formats
- Run a report

Topic One – Reports Overview

Three Ways Of Accessing Data

There are three ways of accessing data:

- Reports
- Cubes
- Ad hoc

Reports	• Also known as “managed” or “canned” reports • Predetermined reports created by the IT development team • The columns and categories are predetermined by DCMA users
Cubes	• Measures: The way to quantify the data, defined in various units, such as a %, $, or a count. (e.g. Number of Surveys, Average Days to Complete, etc.). A statistic to be plotted against the dimension • Dimensions: All the layers of data that is being measured (e.g. Requesting Activity, Survey Type, etc.). A way of grouping data
Ad hoc	• Ad hoc reports are customized reports generated based on a specific set of data fields that are designated (for example, a range of dates or types of transactions)

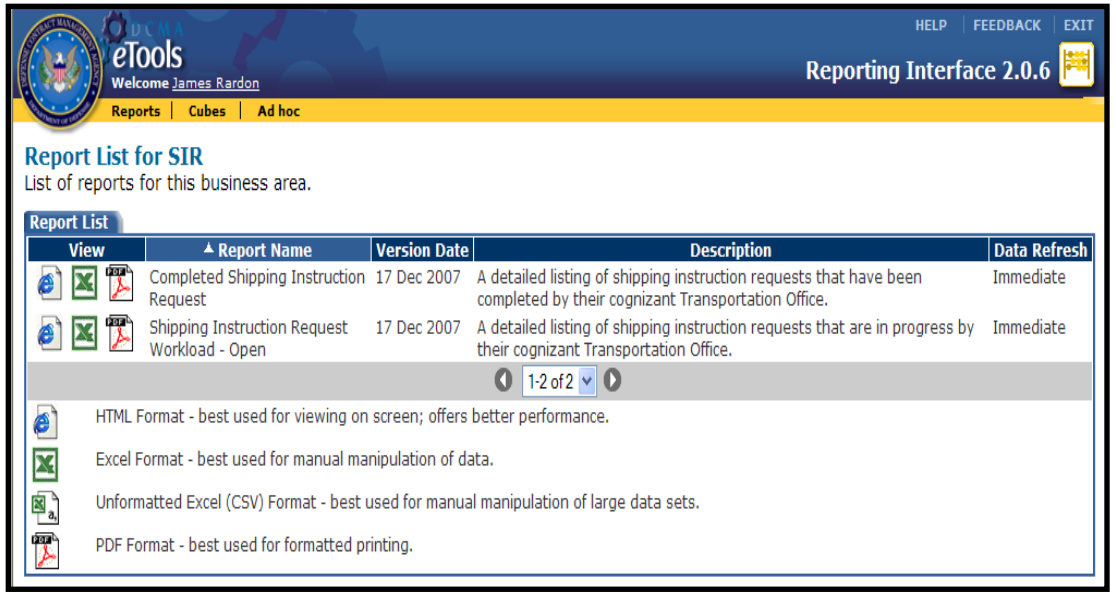
Topic Two – Report Formats

Three Report Formats

Graphic 5.1 shows the two predefined reports for Shipping Instructions Request 2.0. These reports can be viewed in any of the following three formats:

HTML	Best for quick results and analysis
PDF	Best for printing and viewing
EXCEL	Best for data manipulation

Explore the Homepage (Graphic 5.1)	
1.	*Click* the **HTML** link. • The Reports will appear in HTML
2.	*Click* the **PDF** button. • The Reports will appear in PDF
3.	*Click* the **Excel** button. • The Reports will appear in Excel


HELP | FEEDBACK | EXIT
eTools
Welcome James Rardon
Reporting Interface 2.0.6
Reports | Cubes | Ad hoc
Report List for SIR
List of reports for this business area.
Report List
View | Report Name | Version Date | Description | Data Refresh
Completed Shipping Instruction Request | 17 Dec 2007 | A detailed listing of shipping instruction requests that have been completed by their cognizant Transportation Office. | Immediate
Shipping Instruction Request Workload - Open | 17 Dec 2007 | A detailed listing of shipping instruction requests that are in progress by their cognizant Transportation Office. | Immediate
1-2 of 2
HTML Format - best used for viewing on screen; offers better performance.
Excel Format - best used for manual manipulation of data.
Unformatted Excel (CSV) Format - best used for manual manipulation of large data sets.
PDF Format - best used for formatted printing.

Graphic 5.1: Report List for SIR

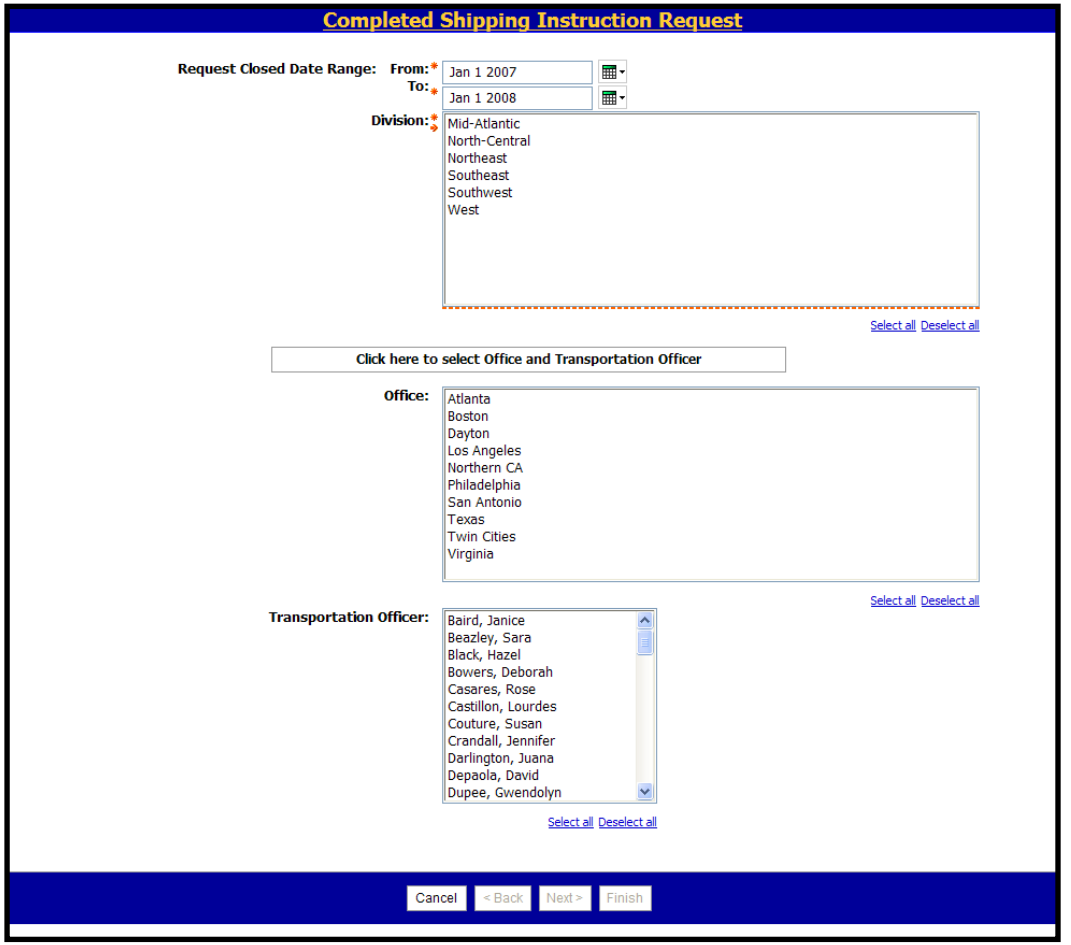
Topic Three – Running a Report

Running a Report

The Reports page allows:

- Selection of specific criteria
- Ability to make unique selections

How to run your report page (Graphic 5.2)	
1.	*Select* **Request Closed Date Range** on the reports page.
2.	*Select* **appropriate division(s)** from the **Division** field.
3.	*Click* the button labeled "**Click here to select Office and Transportation Officer**". • This button populates the **Office** list
4.	*Select* the **appropriate office(s)** from the **Office** field.
5.	*Select* the **Transportation Officer(s)**.
6.	*Click* **Finish.**



Graphic 5.2 Shipping Instructions Request 2.0 Report

Topic Three – Running a Report

Viewing Your Completed Report

All three reports can be run following the steps in the previous slide. The results will look similar to those in graphic 5.3 below.

Completed Shipping Instruction Request

Report run on: 03/13/2008

Request Close Date	Request Due Date	Request Submit Date	Requisition Number	Country	Cycle Time	Shipment Number	Contractor	CAGE	DCMA Transportation Office	Transportation Officer
Dec 20, 2007	Dec 27, 2007	Dec 20, 2007	S2404a88888888	US	0	116483	JOHNS HOPKINS UNIVERSITY	88898	S2404A	Sztaba, Kathleen
Dec 20, 2007	Dec 28, 2007	Dec 20, 2007	S2404Ax001s001XXX	US	0	116484	JOHNS HOPKINS UNIVERSITY	88898	S2404A	Sztaba, Kathleen
Dec 20, 2007	Dec 28, 2007	Dec 20, 2007	S2222222222	US	0	116485		88898	S2404A	Sztaba, Kathleen
Dec 18, 2007		Jan 8, 2007	DMFF8450607602XXX	US	0	57106	(JS) TALLEY DEFENSE SYSTEMS INC	12116	S0302A	Sloan, Bryan
Dec 18, 2007	Dec 21, 2007	Dec 18, 2007	ZcZ	US	-2	116449	TREADWELL CORPORATION	81412	S0701A	Hall, Worth
Dec 17, 2007	Dec 28, 2007	Dec 12, 2007	999999999	US	0	116444	LOCKHEED MARTIN CORPORATION	3VTH9	S0701A	Hall, Worth
Sep 27, 2007	Nov 14, 2007	Sep 25, 2007	N6260472275065XXX		0	115798	ANCHOR INDUSTRIES INC	4M381	S1501A	Schneider, Greg
Sep 27, 2007	Jan 2, 2008	Sep 26, 2007	W56HZV6143T966XZX		0	116180	OSHKOSH TRUCK CORP	45152	S2305A	Lutz, Concettina
Sep 27, 2007	Oct 5, 2007	Sep 27, 2007	S3912A7270X002XZX		0	116341	SECHAN ELECTRONICS INC	7Z941	S3915A	Rapposelli, Marie
Sep 27, 2007	Jan 2, 2008	Sep 26, 2007	W56HZV6143T965XZX		0	116174	OSHKOSH TRUCK CORP.	45152	S2305A	Lutz, Concettina
Sep 27, 2007	Nov 14, 2007	Sep 25, 2007	N6260472499011XXX		0	115808	ANCHOR INDUSTRIES INC	4M381	S1501A	Schneider, Greg
Sep 27, 2007		Sep 26, 2007	s3605a72700001xxx		0	116208	OUTDOOR VENTURE CORPORATION	1M877	S3605A	Rippey, Michael
Sep 27, 2007		Sep 27, 2007	S3618A72674019XXX		0	116395	VERHOFF MACHINE AND WELDING INC	1YQD0	S2305A	Jackson, Wanda
Sep 27, 2007	Sep 27, 2007	Sep 25, 2007	S3915A7270B013XXX		0	115705	DEVAL CORPORATION	11201	S3915A	Baird, Janice
Sep 27, 2007		Sep 27, 2007	S3618A72674001XXX		0	116386	VERHOFF MACHINE AND WELDING	1YQD0	S2305A	Jackson, Wanda
Sep 27, 2007	Sep 28, 2007	Sep 27, 2007	S2305A72700004XXX		0	116328	GREENE METAL PRODUCTS INC.	4M107	S2305A	Kennedy, Dorothy
Sep 27, 2007	Oct 15, 2007	Sep 26, 2007	DTW45V60807608		0	115930	Smiths Aeropace Components - Manchester	S0701	S0701A	Dupee, Gwendolyn
Sep 27, 2007		Sep 27, 2007	BIQ07570389003XKX		0	116423	F N MANUFACTURING LLC	3S679	S1103A	Lippitt, Linda
Sep 27, 2007	Sep 27, 2007	Sep 26, 2007	W52P1J7087A700XXX		0	116118	(V)GOEX INC.	51580	S0302A	Valenzuela, Guadalupe
Sep 27, 2007	Dec 31, 2007	Sep 26, 2007	DKSH5V70080931		0	116013	Smiths Aeropace Components - Manchester	S0701	S0701A	Dupee, Gwendolyn

Request Closed Date is highlighted in RED if the request is not closed on time.

1

Graphic 5.3: Completed Shipping Instructions Request Report Output in Explorer View

Module Five Review

Modules Five Covered the Following Topics:

Topic One	Reports Overview
Topic Two	Report Formats
Topic Three	Running a Report

Module Six

Cubes

Module Six – Topics

Modules Six Topics

Topic One	Cube Overview
Topic Two	Accessing a Cube
Topic Three	Cube Layout
Topic Four	Using the Cube Toolbar
Topic Five	Manipulating Cube Measures and Dimensions

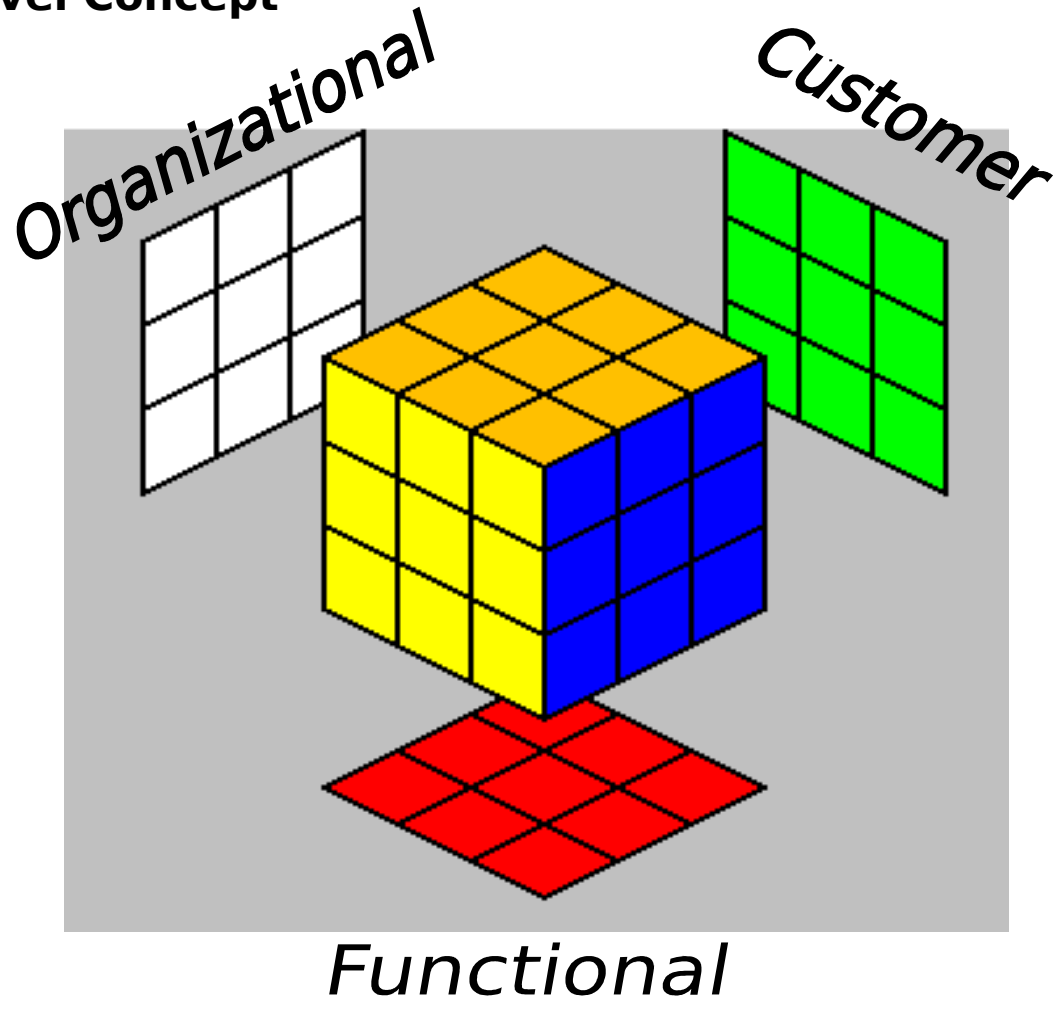
Module Six – Objectives

At the end of Module Six you should be able to:

- Navigate through a Cube
- View, Open, and Construct a Cube
- Use the Cube Toolbar
- Manipulating Cube Measures and Dimensions

Topic One – Cube Overview

Cube – High Level Concept

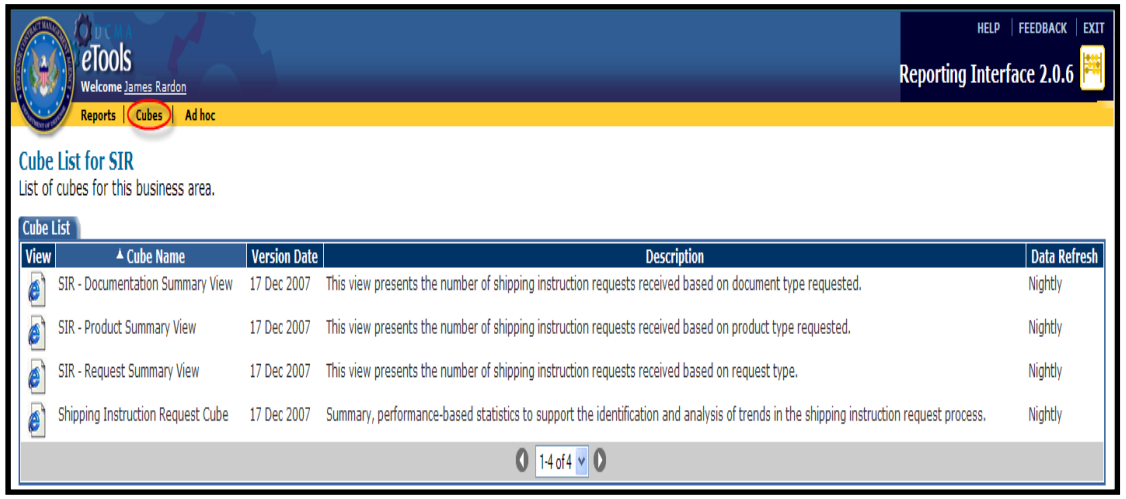


Graphic 6.1: Cube Overview

Topic Two – Accessing a Cube

Cube Capabilities

Drill Down	View high level data and then a breakdown of the data in more detail at various levels.
Slice and Dice	Hide unwanted data OR move around/replacing measures and dimensions to reveal the data and measurements needed.
Filter	Separate the data for a specific level of a specific dimension.
Nest	View a measure or dimension within another measure or dimension.


eTools
Welcome James Rardon
HELP | FEEDBACK | EXIT
Reporting Interface 2.0.6
Reports | Cubes | Ad hoc
Cube List for SIR
List of cubes for this business area.
Cube List
View | Cube Name | Version Date | Description | Data Refresh
SIR - Documentation Summary View | 17 Dec 2007 | This view presents the number of shipping instruction requests received based on document type requested. | Nightly
SIR - Product Summary View | 17 Dec 2007 | This view presents the number of shipping instruction requests received based on product type requested. | Nightly
SIR - Request Summary View | 17 Dec 2007 | This view presents the number of shipping instruction requests received based on request type. | Nightly
Shipping Instruction Request Cube | 17 Dec 2007 | Summary, performance-based statistics to support the identification and analysis of trends in the shipping instruction request process. | Nightly
1-4 of 4

Graphic 6.2: Cube List for SIR

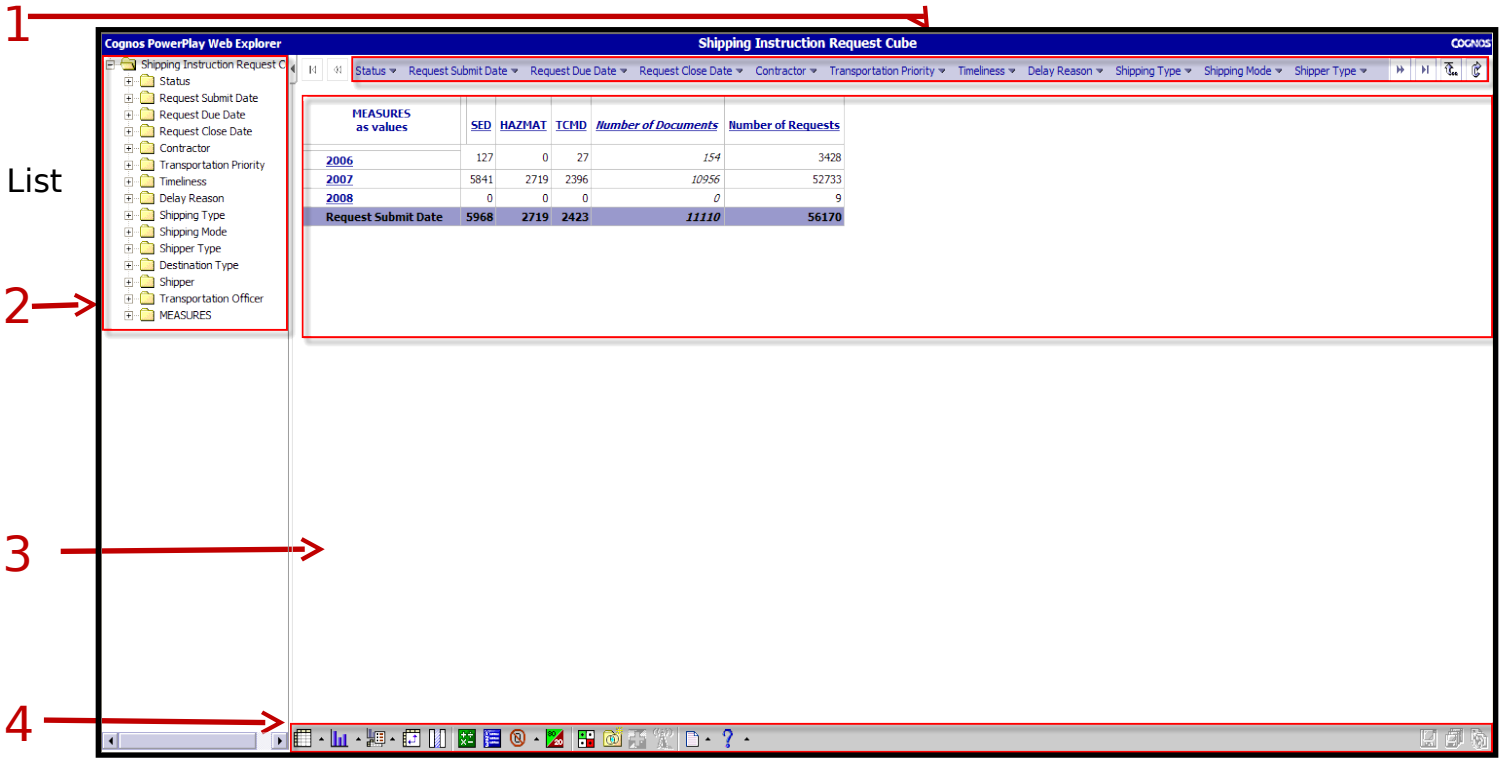
How to select cube (Graphic 6.2)	
1.	*Click* on C**ubes** on the main reports page. • This action will open a cube
2.	*Click* the **HTML** link next to the cube you want to view. • The Cubes will open in Cognos PowerPlay

Topic Three – Cube Layout

Cube Components

Graphic 6.3 depicts the different components in a Cube Report.

1. Dimensions Bar
2. Dimensions Folder List
3. Cube View
4. Toolbar



Graphic 6.3: Cube Components

Topic Three – Cube Layout

Drilling Down

Drilling down displays more information about the field that was selected. For example, in graphic 6.4 the year 2006 was selected, which drills down to graphic 6.5. Graphic 6.5 displays the year 2006 drilled down into quarters.

Drilling Down (Graphics 6.4 - 6.5)	
1.	*Click* the **field** you would like more information on.

MEASURES as values	SED	HAZMAT	TCMD	*Number of Documents*	Number of Requests
2006	127	0	27	*154*	3428
2007	5841	2719	2396	*10956*	52733
2008	0	0	0	*0*	9
Request Submit Date	**5968**	**2719**	**2423**	***11110***	**56170**

Graphic 6.4: Drilling Down

MEASURES as values	SED	HAZMAT	TCMD	*Number of Documents*	Number of Requests
2006 Q 1	0	0	0	*0*	0
2006 Q 2	0	0	0	*0*	0
2006 Q 3	0	0	0	*0*	0
2006 Q 4	127	0	27	*154*	3428
2006	**127**	**0**	**27**	***154***	**3428**

Graphic 6.5: Drilling Down Results

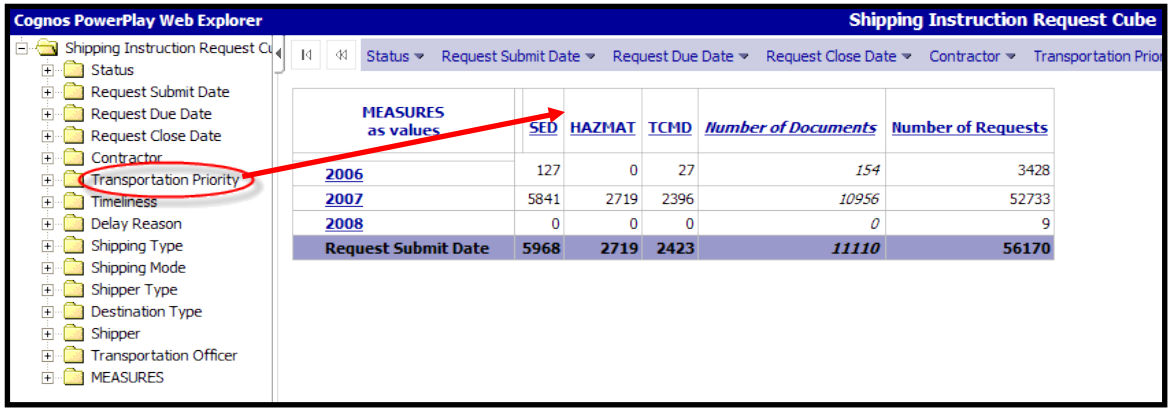
Topic Three – Cube Layout

Dragging and Dropping

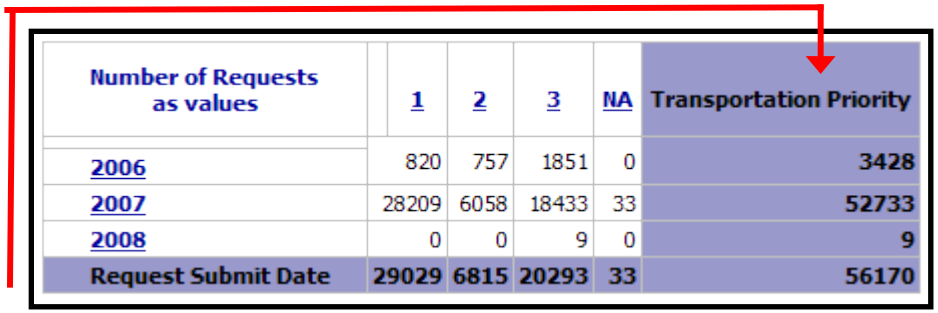
Dragging and dropping the data allows the dimensions to change that are being viewed.

The example will focus on the fiscal Year.

Dragging and Dropping (Graphics 6.6 - 6.7)	
1.	*Select* the **Transportation Priority Folder**.
2.	*Drag and Drop* the **selected item** of data wanted.
3.	*View* report results. • Graphic 6.7 displays the results of the drag and drop • Notice the last column contains Transportation Priority data



Graphic 6.6: Dragging and Dropping

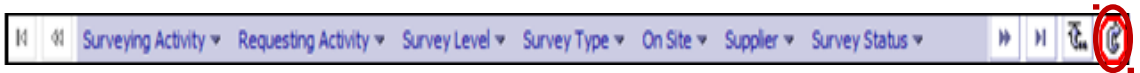


Graphic 6.7: Dragging and Dropping Results

Topic Three – Cube Layout

Wrapping

Occasionally the Dimension Bar contains a large number of drop-down menu items. In order to see all of them, or see more of the screen, use the **Dimensions Bar Wrapping** feature. This feature allows wrapping all the menu items onto one row as in graphic 6.8. Or, unwrap them so that all the menu items are spread out across a few rows as in graphic 6.9.



Graphic 6.8: Wrapping Off

Wrapping (Graphics 6.8 - 6.9)	
1.	*Click* the **Wrapping Icon.** • Click the wrapping icon to toggle the wrapping feature on and off

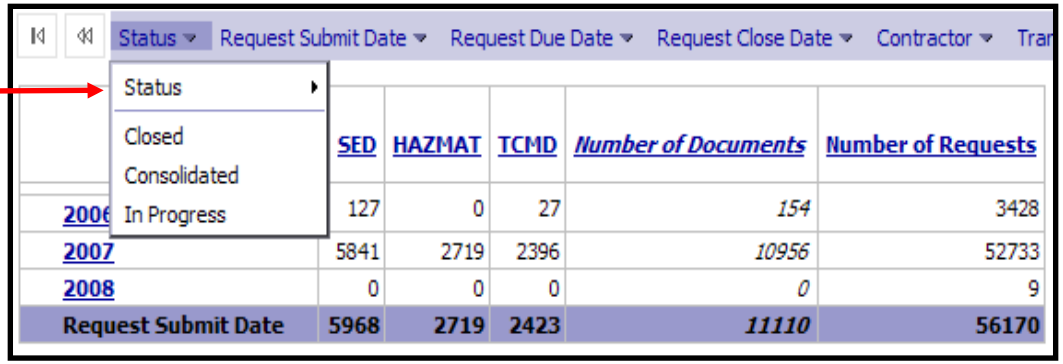
Graphic 6.9: Wrapping On

Topic Three – Cube Layout

Top Drop-Down Options

Graphics 6.10 demonstrates a feature that uses the drop-down to add additional information pertaining to the title, which will provide specific data.

Drop-down Options (Graphic 6.10)	
1.	*Select the* **drop-down arrow** in the **Dimension Bar** for the field wanted.



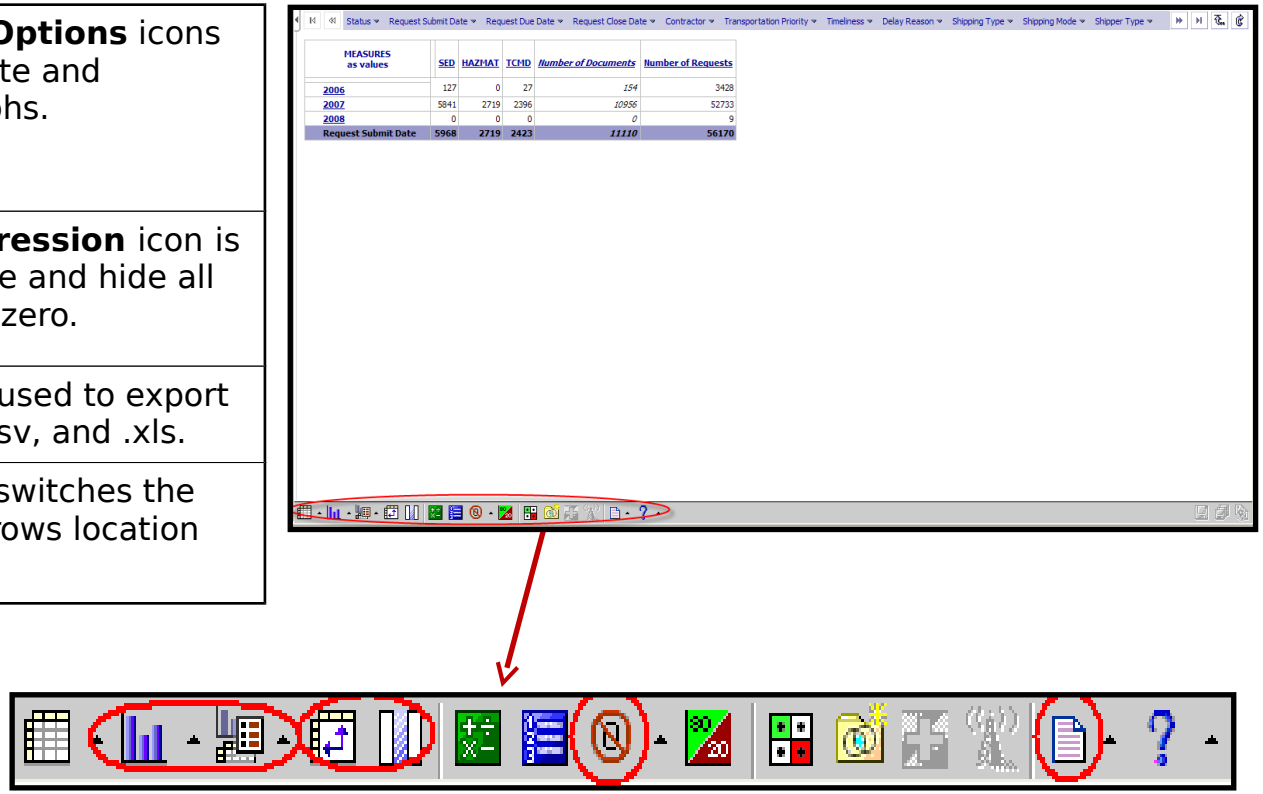
Graphic 6.10: Drop-Down Options

Topic Four – Using the Cube Toolbar

Description of Toolbar Buttons

Graphic 6.11 shows the toolbar from a cube report.

Chart Icon Options Icon	The **Chart** and **Options** icons are used to create and manipulate graphs.
Zero Suppression Icon	The **Zero Suppression** icon is used to eliminate and hide all values equaling zero.
File Icon	The **File** icon is used to export files into .pdf, .csv, and .xls.
Swap Icon	The **Swap** icon switches the columns to the rows location and vice versa.



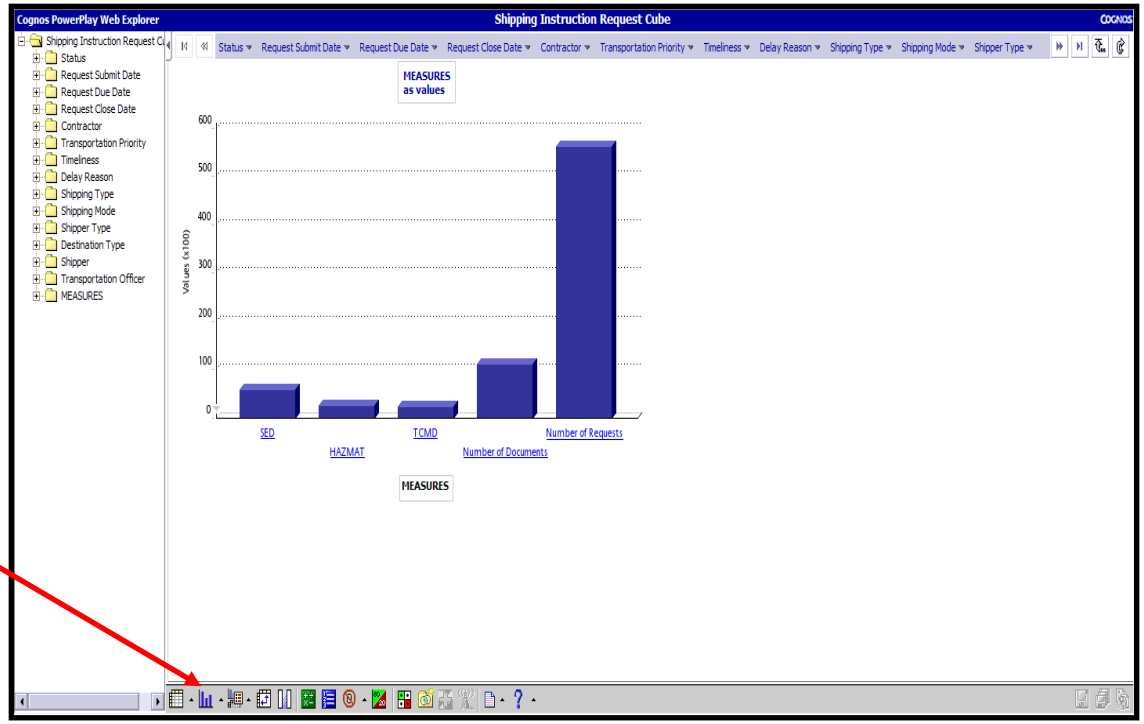
Graphic 6.11: Cubes Toolbar

Topic Four – Using the Cube Toolbar

Chart Display

Charts can convey more than just numbers, because charts present data in a visual way that makes it easier to see the meaning behind the numbers.

Chart Display (Graphic 6.12)	
1.	*Click* the **Chart Icon** to create a graph.



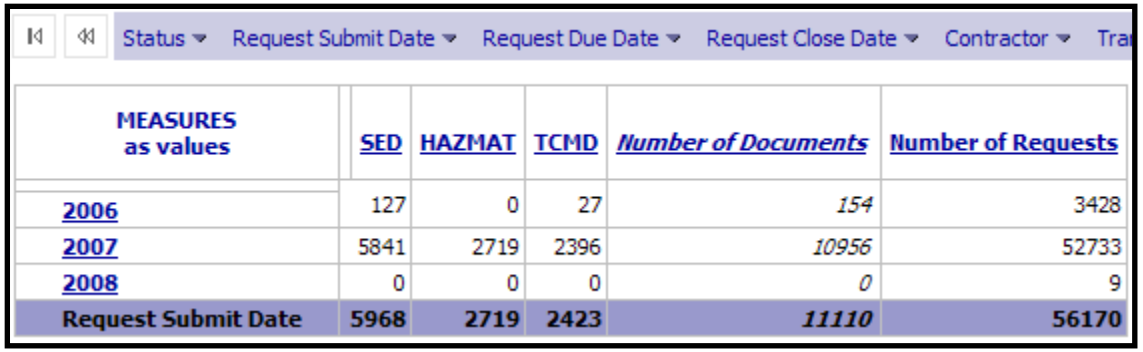
Graphic 6.12: Chart Display

Topic Four – Using the Cube Toolbar

Swap Rows and Columns

The positions of categories can be exchanged between rows and columns.

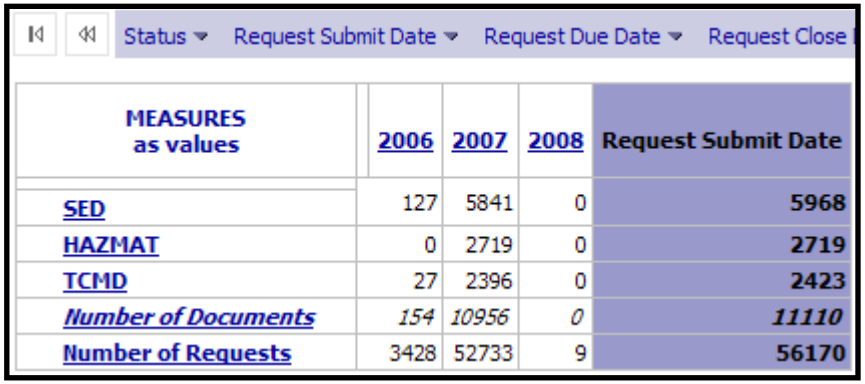
Swap rows and columns (Graphics 6.13 - 6.14)	
1.	*Click* the **Swap** icon. • Notice graphic 6.13 displays the year in the column header and Graphic 6.14 displays the year in the rows header



Status ▾ Request Submit Date ▾ Request Due Date ▾ Request Close Date ▾ Contractor ▾ Tra

MEASURES as values	SED	HAZMAT	TCMD	*Number of Documents*	Number of Requests
2006	127	0	27	*154*	3428
2007	5841	2719	2396	*10956*	52733
2008	0	0	0	*0*	9
Request Submit Date	**5968**	**2719**	**2423**	***11110***	**56170**

Graphic 6.13: Year as Column Header



Status ▾ Request Submit Date ▾ Request Due Date ▾ Request Close

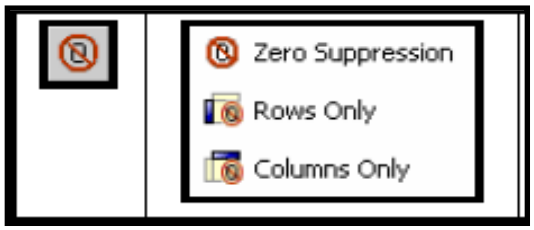
MEASURES as values	2006	2007	2008	Request Submit Date
SED	127	5841	0	**5968**
HAZMAT	0	2719	0	**2719**
TCMD	27	2396	0	**2423**
Number of Documents	*154*	*10956*	*0*	***11110***
Number of Requests	3428	52733	9	**56170**

Graphic 6.14: Swap Data Results – Year as Row Header

Topic Four – Using the Cubes Toolbar

Zero Suppression

The **Zero Suppression Icon** hides rows and columns that only contain zeros. It is also possible to just hide the rows or to just hide the columns.



Zero Suppression (Graphics 6.15 - 6.16)	
1.	*Click* the **Zero Suppression** icon. • In graphic 6.15 notice the two rows outlined in red in contain only zeros • Graphic 6.16 shows the same sheet with Zero Suppression turned on – notice the rows containing only zeros are hidden

Status ▾ Request Submit Date ▾ Request Due Date ▾ Request Close Date ▾ Contractor ▾ Transp

MEASURES as values	SPE	CBL	ETACBL	PPUPS	*Number of Products*	Number of Requests
2006	866	0	530	0	*1396*	3428
2007	9200	0	22770	0	*31970*	52733
2008	0	0	0	0	*0*	9
Request Submit Date	**10066**	**0**	**23300**	**0**	*33366*	**56170**

Graphic 6.15: Zero Suppression Off

Status ▾ Request Submit Date ▾ Request Due Date ▾ Request Close Date ▾ Contra

MEASURES as values	SPE	ETACBL	*Number of Products*	Number of Requests
2006	866	530	*1396*	3428
2007	9200	22770	*31970*	52733
2008	0	0	*0*	9
Request Submit Date	**10066**	**23300**	*33366*	**56170**

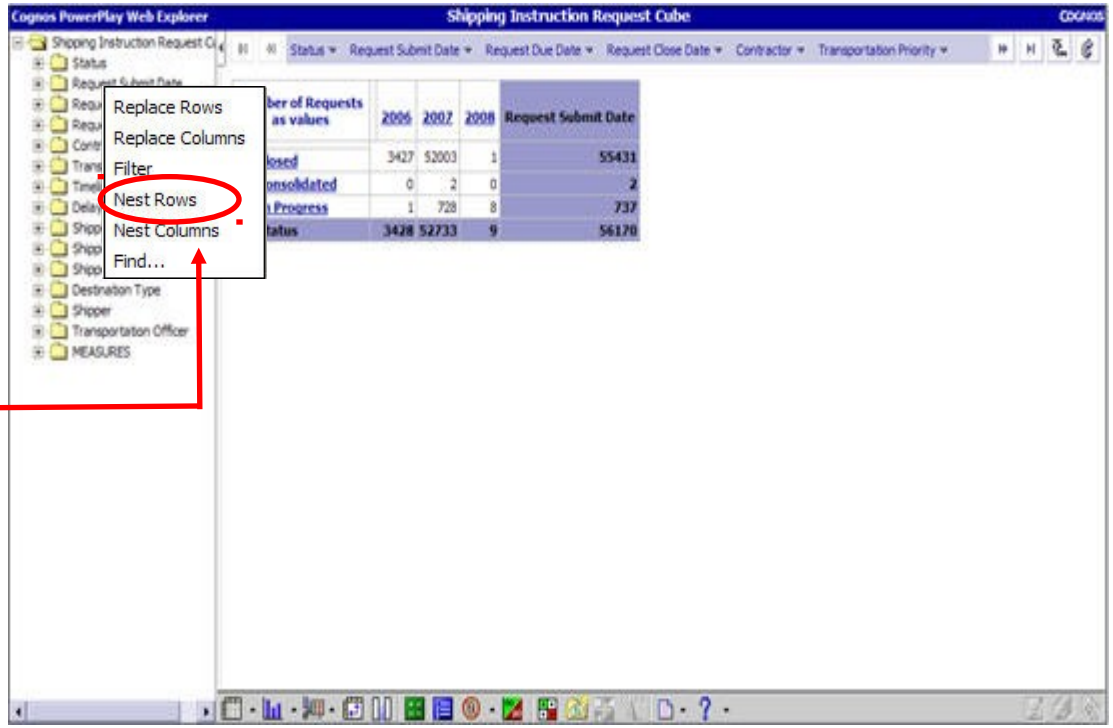
Graphic 6.16: Zero Suppression On

Topic Five – Manipulating Cube Measures and Dimensions

Nesting

Nesting adds dimensions to the cube and adds content.

Nesting (Graphic 6.17)	
1.	*Right-click* on **desired data.** • A drop-down menu will appear
2.	*Select* **Nest Rows**. • The cube dimension will nest the data into the selection



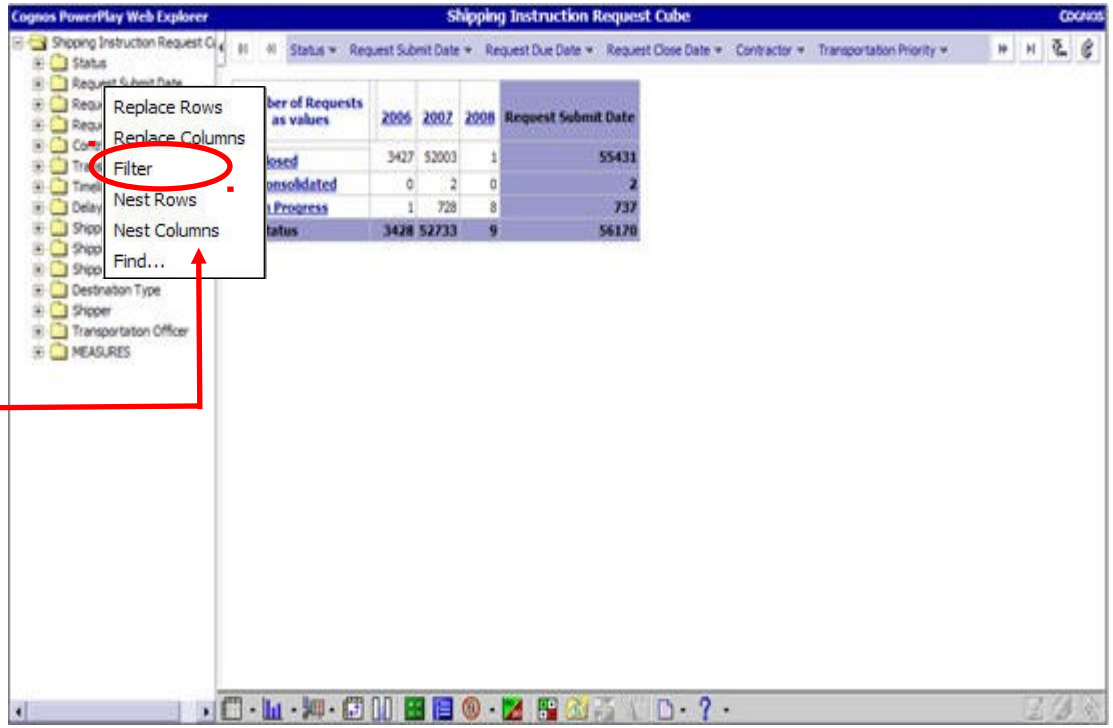
Graphic 6.17: Nesting

Topic Five – Manipulating Cube Measures and Dimensions

Apply Filter

Filters will limit rows within the cube and limit groups that have been defined within the cube.

Filtering (Graphic 6.18)	
1.	*Right-click* on **desired data**. • A drop-down box will appear
2.	*Select* **Filter**. • The cube dimension will filter the data based on your selection



Graphic 6.18: Filtering

Module Six Review

Module Six Covered the Following Topics:

Topic One	Cube Overview
Topic Two	Accessing a Cube
Topic Three	Cube Layout
Topic Four	Using the Cube Toolbar
Topic Five	Manipulating Cube Measures and Dimensions

Module Seven

Ad hoc

Module Seven – Topics

Module Seven Topics

Topic One	Ad hoc Overview
Topic Two	Running Ad hoc

Module Seven – Objectives

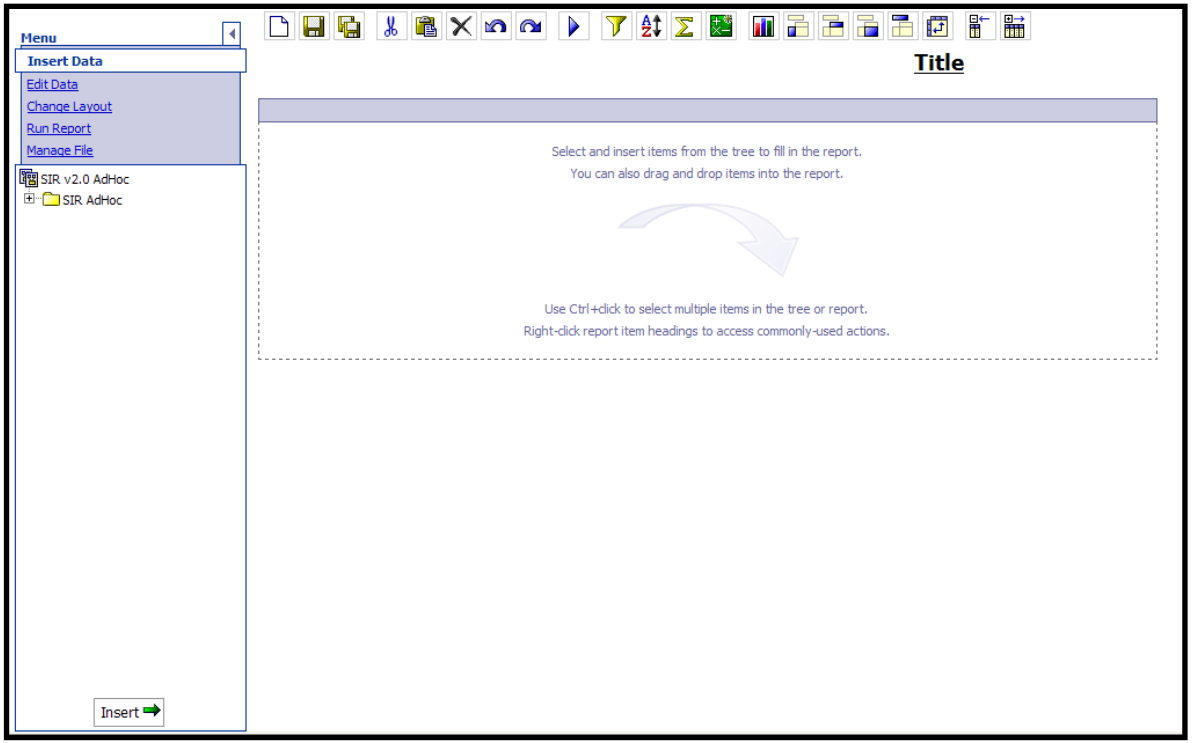
At the end of Module Seven you should be able to:

- Navigate through Ad hoc
- Access the Components of an Ad hoc
- Utilize the Main Menu to Run Reports
- Use the Toolbar Options to Perform Report Functions

Topic One – Ad hoc Overview

Ad hoc Allows:

- The user to customize a data query in real time
- The user to select specific fields and define the search criteria
- Create a report view
- Select the web location to publish and save


Menu
Insert Data
Edit Data
Change Layout
Run Report
Manage File
SIR v2.0 AdHoc
SIR AdHoc
Insert
Title
Select and insert items from the tree to fill in the report.
You can also drag and drop items into the report.
Use Ctrl+click to select multiple items in the tree or report.
Right-click report item headings to access commonly-used actions.

Graphic 7.1: Ad hoc Main Menu

Topic One – Ad hoc Overview

Selecting Ad hoc

Graphic 7.2: Reports Main Menu

How to select a Ad hoc Report (Graphic 7.2 - 7.3)	
1.	*Click* **Ad hoc** on the menu bar. • This action will open **Ad hoc**
2.	*Click* **Launch Query Studio** to create an Ad hoc.

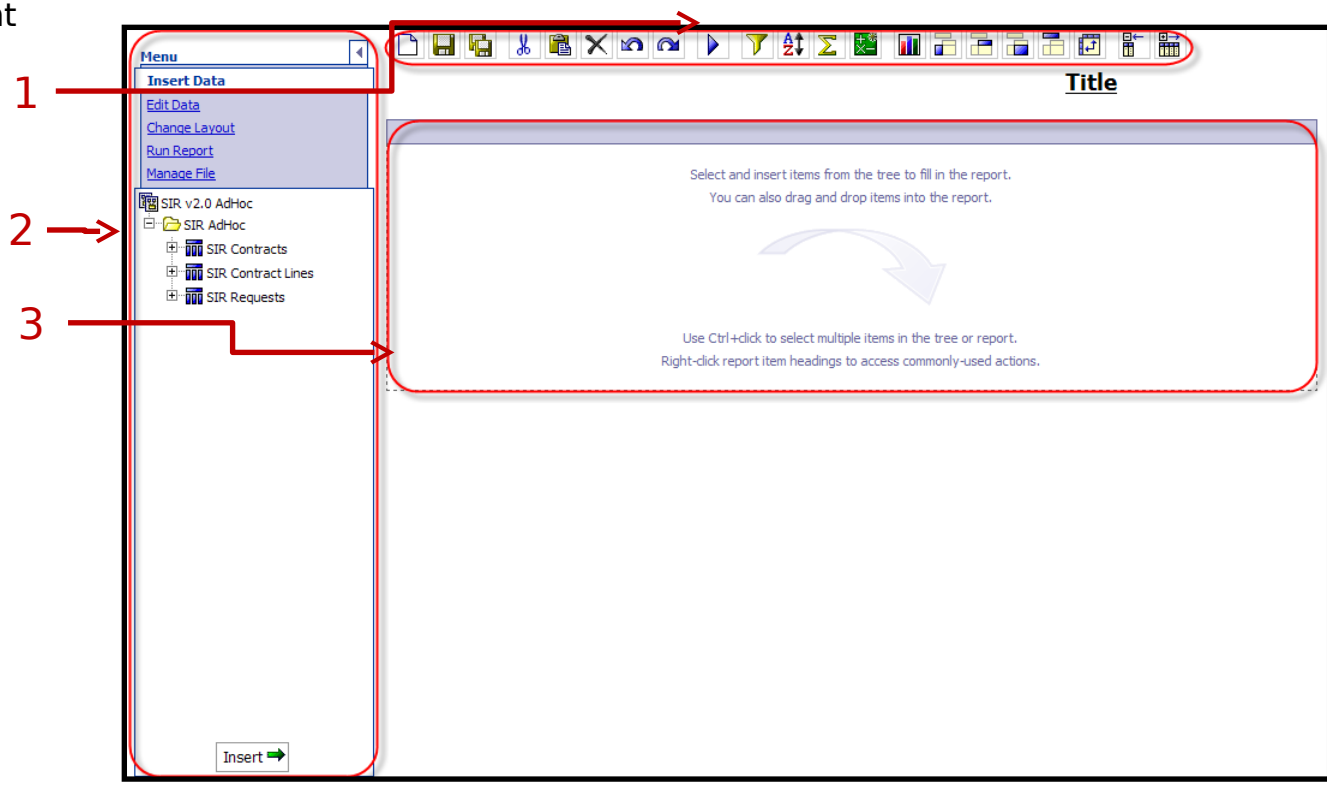
Graphic 7.3: Ad hoc Main Menu

Topic One – Ad hoc Overview

Ad hoc Components

This diagraph depicts the different components on a Ad hoc report.

1. Toolbar
2. Left Menu
3. Reports Area

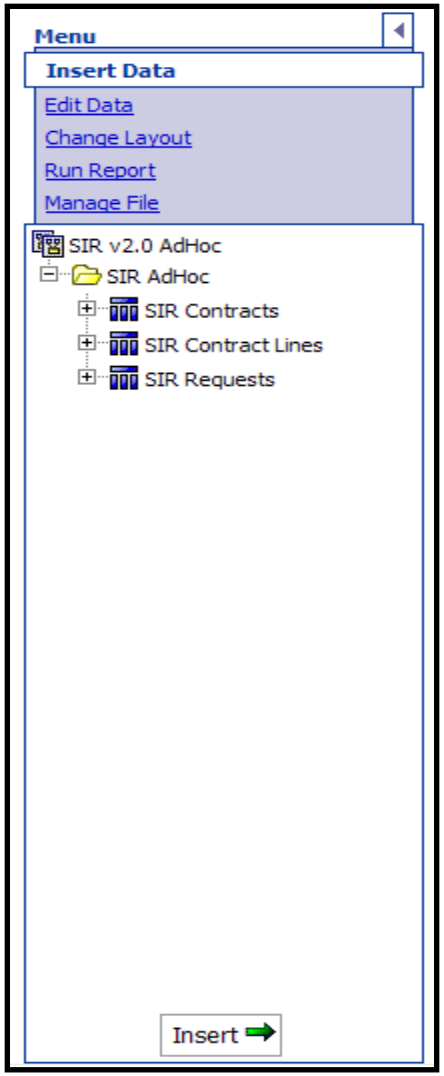


Graphic 7.4: Ad hoc Components

Topic One – Ad hoc Overview

Query Studio Main Menu

Main Menu (Graphic 7.5)	
1.	*Click* on the **Menu** links. • This will change the options in the window frame below
2.	*Insert* **Data** lists the data can be dragged into the viewing frame to create queries.



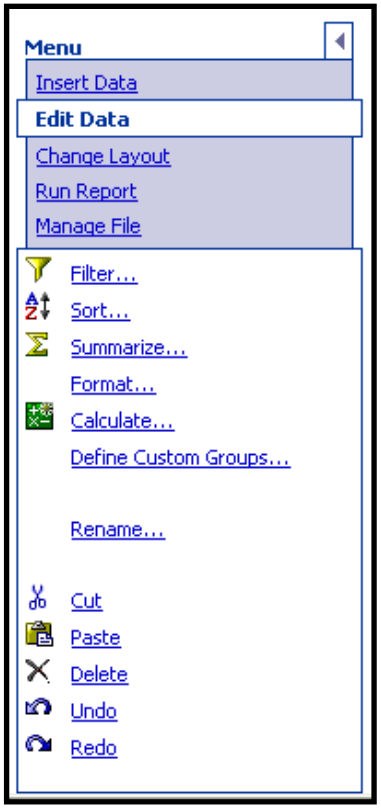
Graphic 7.5 Main Menu - Insert Data

Topic One – Ad hoc Overview

Query Studio Main Menu

Graphic 7.6 depicts the different components on a Ad hoc report.

The main menu contains the options to edit data, change the layout, and/or manage files.



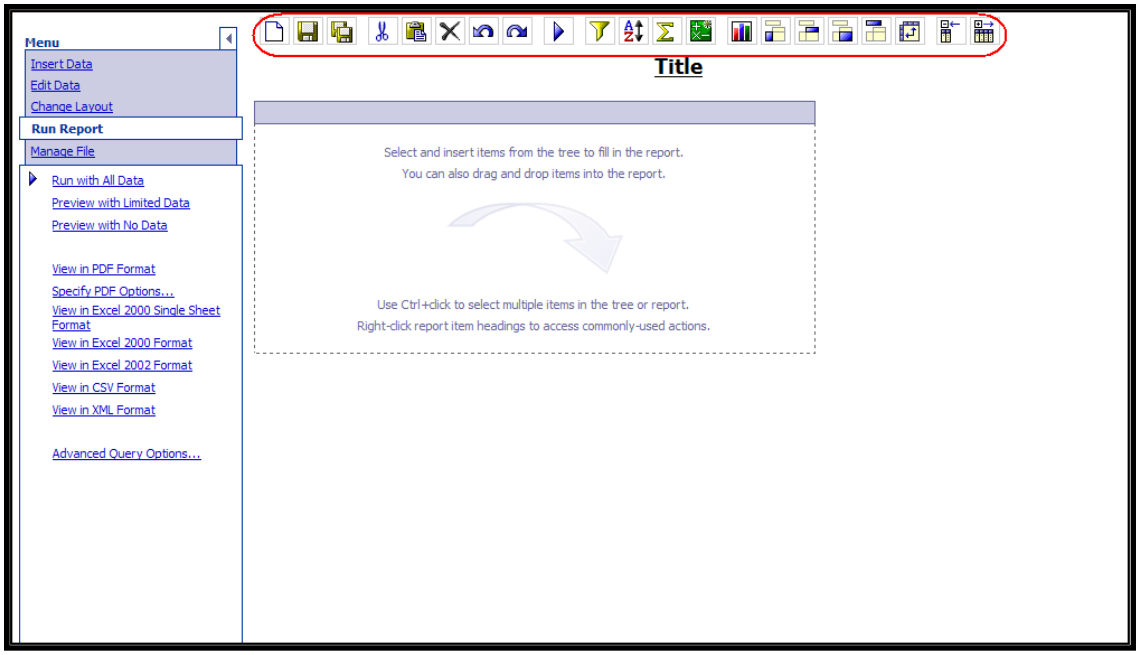
Graphic 7.6: Main Menu – Edit Data

Topic One – Ad hoc Overview

Using the Ad hoc Toolbar

Graphics 7.7 and 7.8 show the toolbar from the Ad hoc report.

	The (save and save as) icons are used to save reports.
	The (cut and paste) icons are used to cut and paste data anywhere on the report.
	The (undo and redo) icon is used to undo and redo edits.
	The (run with all data and re-prompt) icon allows you to run the report or re-prompt the report.
	The (filter and sort icons allows you to filter and sort on specific data.
	This auto sum icon is used to summarize and calculate.


Menu
Insert Data
Edit Data
Change Layout
Run Report
Manage File
Run with All Data
Preview with Limited Data
Preview with No Data
View in PDF Format
Specify PDF Options...
View in Excel 2000 Single Sheet Format
View in Excel 2000 Format
View in Excel 2002 Format
View in CSV Format
View in XML Format
Advanced Query Options...
Title
Select and insert items from the tree to fill in the report.
You can also drag and drop items into the report.
Use Ctrl+click to select multiple items in the tree or report.
Right-click report item headings to access commonly-used actions.

Graphic 7.7: Ad hoc Toolbar

Graphic 7.8: Ad hoc Toolbar

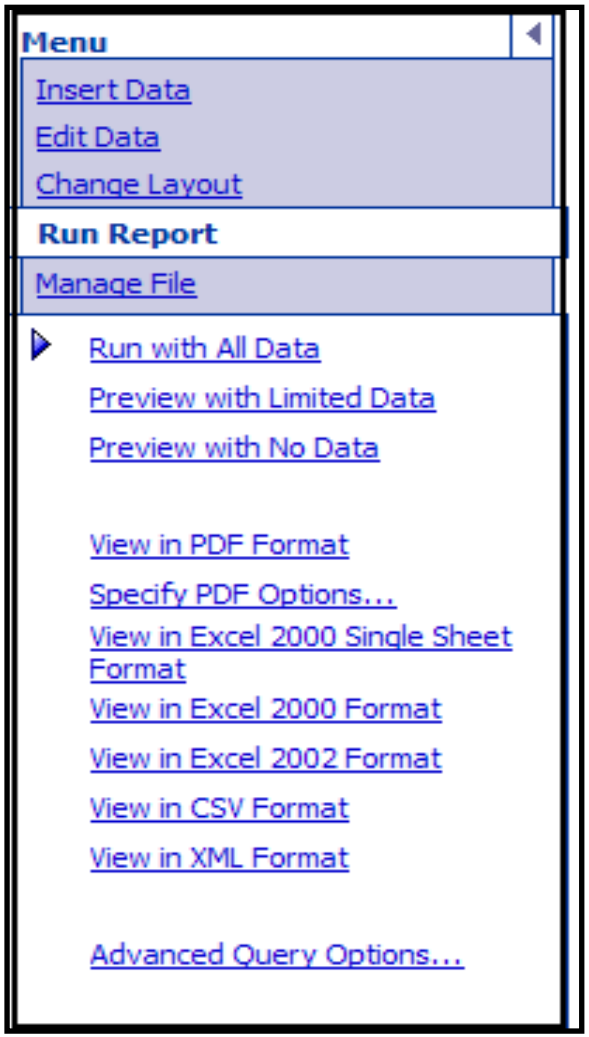
Topic Two - Running Ad hoc

Run Ad hoc

The **Run Report** link displays data view options. The first set of links allows for building a report with limited data on, all the data on, or all the data off.

The second set of links will allow for the report to be exported to various formats.

Run Report (Graphic 7.9)	
1.	*Click* **Run Report**.
2.	*Select* **Preview with No Data**. • It is usually best practice to select **Preview with No Data** to set the structure on pull data that's only needed

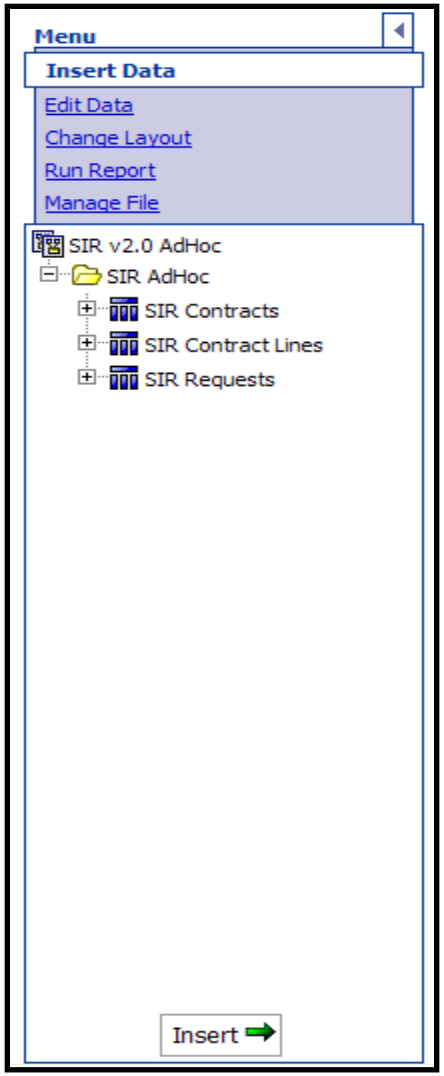


Graphic 7.9: Ad hoc Menu

Topic Two – Running Ad hoc

Selecting Data

Selecting Data (Graphic 7.10)	
1.	*Select* **Insert Data** from the menu.
2.	*Select* "+" or "-" next to the data folders to expand or collapse the data tables. • Data tables are represented by • Data tables can be expanded to reveal data items
3.	Data can be moved to the view frame on the right by: • *Double-clicking* the **data item** that will be used in the report or • *Selecting* the appropriate **table** or **item,** and • *Clicking* on the **Insert** link at the bottom of the view or • *Dragging* the **table** or **item** in to the view frame



Graphic 7.10 : Selecting Data

Module Seven Review

Modules Seven Covered the Following Topics:

Topic One	Ad hoc Overview
Topic Two	Running Ad hoc